



Common Contract Questions for Research Purposes

This document is intended to assist investigators and research professionals with understanding when a contract is needed. This includes the use of software/platforms that are not available through Lurie Children's Information Management (IM).

When is a contract needed?

- Whether you are using a free trial or purchasing a license for software or platform use, it's best practice to establish a contract to ensure that the terms of use, data and/or intellectual property is secure and protected.

Please note: This includes any web and cloud-based platforms that would be used for testing/uploading documents to a platform. Always reach out to Contract Services prior to the use of any software/platforms*. **IM will not proceed with downloading software/platform without contract execution.**

*Contracts are not required for Microsoft 365 Suite, Lurie Children's REDCap, Lurie Children's ShareFile

What if I'm only using a free subscription or trial, do I need to obtain a contract?

- Yes. Usually in a "free trial", the user is offering up something in exchange for the product; for example, the company's right to use the user's data input in the software, for their own purposes.
- Contract Services will need to review the use of any free subscription or trial. These reviews are important to ensure that you (business owner) are aware of what you are agreeing to as a part of the free subscription or trial. Institutionally, this is needed to ensure intellectual property, data, and Personal Health Information (PHI), if applicable, are protected. These reviews help protect your work and ensure you follow regulations.

Please note: There can be legal implications to using a free trials or subscriptions. It is best to ensure contract/agreements are in place prior to use to protect the institution and help you understand your obligations as the user and business owner.



Tip: The form required for submission to Contract Services will require the name/client/product and data that will be used/collected.

Can the contract process ever reject or cancel the platform that I intend to use?

- Very rarely does establishing a contract limit the use of the intended software/platform. The Contract Services team works with your selected vendor/company to try to negotiate the best terms for the situation.
- Contract Services will advise you of any unfavorable or risky terms. If that occurs, you and your leadership will have to decide if you are still willing to move forward despite the identified risk.

Do I need to obtain a contract if I'm not entering PHI?

- Yes. Even if identifiable PHI isn't included/entered, Contract Services should review the agreement and terms to advise you on all your obligations as a user.



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What is my role during the contract process?

- Ensure your direct supervisor or research administration leadership is aware and in agreement with the use and/or purchase of the software/platform, etc.
- Identify a contact from the vendor and provide necessary information to start the process.
 - How the software will be used
 - What data will be entered
 - Budget
- Ensure any questions or concerns from Contract Services are timely answered.

What if I need assistance on identifying or sourcing the appropriate technology to use?

- Contact your [research navigator](#) or for purchases only, request purchases through Procurement/Purchasing department via a ServiceNow ticket.
- Purchasing may help facilitate identifying a contact but you should provide the technology name and any additional information regarding the specific need for the technology.

Is there a way to check if Lurie Children's has an existing contract with a certain company?

- Existing contracts can be found in the [symplr CONTRACT](#) system. Reach out to Contract Services to determine if the scope of that existing agreement can apply to your project or a new contract will need to be established.
- If you are unable to locate an existing contract, please reach out to contracts@luriechildrens.org

Is there a form or application to start the contract process?

- Start the contracting process on the [Contract Services website](#) through the symplr CONTRACT system.

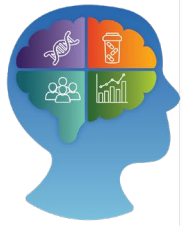
When should I start the contract process?

- The contract should be executed prior to the use of the technology.
- Therefore, the submission should be started as soon as the project is confirmed, and funding is obtained (if applicable). Typically, timeline for **initial** contract review/draft by Contract Services team is on average 14 days* (if all the required details and a draft of the contract document has been submitted).
*This does not include any required negotiation time

Please note: If Enterprise Project Management Office (EPMO) review is required, the contract should not be submitted to Contract Services until EPMO has approved the software to be implemented.

Where can I find information on contract services and contacts?

- Resources and information can be found on [Contract Services SharePoint](#)
- [Lurie Children's Contract Services Team](#)



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Additional Resources:

symplr Contracts Training Session Video	Contract Services Process Flow Chart
Contracts Review Policy	Purchasing Policy and Procedure
Contract Submitter Guide	Connect with your Research Navigator - Office of Research Development