

UConn Health
Office of Clinical & Translational Research
Standard Operating Procedures

Title: Travel to Investigators Meeting Without a Fully Executed Clinical Trial in Place	
Relates to Policy/Procedures: 1101-14	
SOP#: 1100-14	Version 2.0
Prepared by: J. Kulko	Original date: 12/17/2014
Approved by: J. Kulko	Date approved: 8/23/16

Purpose and Applicability: The purpose of this procedure is to describe the process to be followed by all employees including faculty and staff who travel to a clinical trial investigator meeting and travel expenses are paid by the sponsor, without a clinical trial contract being fully executed between UConn Health and the Sponsor.

Background and Significance: clinical trial investigator meetings are held to disseminate information regarding the proposed protocol to all potential investigators and their research staff. These meetings are planned well in advance and many times before contracts between the sponsor and UConn Health are fully executed. In some instances these meetings can occur before the Investigator has decided if participation is feasible for UConn Health. Participation at these meetings is mandatory in many instances as it is the most effective and economical way for the sponsor to inform and educate all research staff.

As employees of the State of Connecticut, we must follow the State of Connecticut Code of Ethics. In order to ensure consideration of the State Code of Ethics, the list of questions Form: Travel Investigator Meeting - 1 (TIM-1) was developed as part of a review process for such requests to avoid any unintentional violations of the Code. It is generally permissible under the Code of Ethics for the employee to accept payment of travel expenses providing they are not lavish and do not include payment for family/guests or for entertainment costs.

Scope: This procedure pertains to all faculty and research staff who will attend an investigator meeting before a fully-executed contract is in place between UConn Health and the research Sponsor.¹

Responsibilities:

- All UConn Health employees planning on attending the meeting must complete the Institutional Travel Authorization (TA) at least 5 days before the meeting and obtain appropriate signatures per the Travel Office approval procedure.
- All UConn Health employees planning on attending the meeting must complete and sign the TIM-1 form at least 5 days before the meeting

¹ Residents designated by the UConn Principal Investigator to attend the meeting are not included in this procedure and must obtain approval through Graduate Medical Education (GME).

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Procedural Steps UConn Health employees who plan to attend an Investigator Meeting when a contract has not been fully executed between UConn Health and the research sponsor must:

1. Complete the TA form and submit it to the Travel Office at least five days prior to the meeting
2. Send a copy of the TA to the UConn Health Ethics Liaison in the Office of Audit, Compliance and Ethics.
3. Complete and sign the TIM-1 form at least five days prior to the meeting
4. Send the original to UConn Health Ethics Liaison in the Office of Audit, Compliance, and Ethics.

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