UConn Health
Office of Clinical & Translational Research
Standard Operating Procedures

Title: Travel to Investigators Meeting With a Fully Executed Clinical Trial Agreement in Place	
Relates to Policy/Procedures: 1100-14	
SOP#: 1101-14	Version 2.0
Prepared by: J. Kulko	Original date: 12/27/14
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, when a clinical trial agreement (CTA) is 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. Participation at these meetings is usually detailed in the Confidentiality Agreement (CDA) and/or CTA and is mandatory in many instances as it is the most effective and economical way to inform and educate all research staff. As employees of the State of Connecticut, we must follow the State of Connecticut Code of Ethics. 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 staff who will attend an investigator meeting when fully-executed CTA is in place between UConn Health and the research Sponsor.[1]

Responsibilities:

- The UConn Health employee must notify staff in the Office of Clinical & Translational Research (OCTR) no less than within three weeks of the intended meeting
- OCTR contract specialist will review CDA and/or CTA for language identifying the expenses the sponsor will pay and the limitations if these specific services are not described
- Employee must request a letter that identifies the expenses the sponsor will pay and the limitations if these specific services are not described in the CDA or the CTA

[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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- Sponsor must provide a letter stating expenses the sponsor will pay and the limitation if these specific services are not described in the CDA or CTA
- All UConn Health employees planning on attending the meeting must complete the Institutional Travel Authorization (TA) at least five days before the meeting and obtain appropriate signatures per the Travel Office approval procedure

Procedural Steps: All UConn Health employees who plan to attend an Investigator Meeting when a contract has been fully executed between UConn Health and the research sponsor must:

- Notify staff in the Office of Clinical & Translational Research (OCTR) no less than within three weeks of the meeting.
- OCTR will review the CDA and/or CTA. If a description of expenditures to be paid by the sponsor is in one of these documents, no further action is required by the employee.
- If no description of the sponsor payment for travel and meeting costs is found, the employee must request a letter from the sponsor that identifies the expenses the sponsor will pay and the limitations if these specific services are not described
- Employee will send a copy of the letter to Contract Specialist in OCTR and the original letter to the UConn Health Ethics Liaison in the Office of Audit, Compliance and Ethics
- All UConn Health employees who are intending to attend the meeting will complete the TA form and submit it to the Travel Office at least five days prior to the meeting and obtain appropriate signatures per the Travel Office approval procedure
- Employee will send a copy of the TA to the UConn Health Ethics Liaison in the Office of Audit, Compliance and Ethics.

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