Contract & Grant Setup and Management

Responsibility for handling agreements related to sponsored research and other sponsored project activities is distributed across various UCLA administrative offices based on the sponsor and the nature of the transaction. In some cases, multiple offices may share responsibility for different aspects of the negotiation and administration of the transaction/agreement.

There are 3 offices on campus that support investigators with their clinical research awards.

1. **The Clinical Trials Contracts & Strategic Relations** team works with for-profit pharmaceutical, biomedical and medical device manufactures as well as contract research organizations ("CRO") to negotiate confidentiality agreements related to clinical trials ("CDA") and clinical trial agreements ("CTA") for industry supported drug, biological and medical device trials, and is the authorized institutional signatory for these agreements. For questions or assistance, please contact Helene Orescan, the Director of the Clinical Trials Contracts & Strategic Relations. For more information, please see the [Clinical Trial Contract Checklist](#).

2. **The Office of Contracts and Grants Administration** facilitates government and non-profit funding awards. For questions or assistance, please contact Patti Manheim, Director, Office of Contract and Grant Administration at (310) 794-2644.

3. **Industry Research & Material Transfer** assists with industry supported basic and applied research, including material transfer agreements (MTAs). For questions or assistance, please contact Brian Roe, Director, Industry Research & Material Transfer at (310) 983-3408.

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- **Group 1**
  - [Clinical Research Information Systems](#)
  - [Clinical Research Business Partners](#)
- **Group 2**
  - [Office of Research Administration](#)
  - [Jonsson Comprehensive Cancer Center](#)
- **Group 3**
  - [Office of Human Subjects Protection](#)