Agreements Module Practice Exercises

April 2018

*Page left intentionally blank*

AgreementsModule Training Exercises

Contents

[Navigation Exercises 4](#_Toc463443842)

[Exercise 1: Log into the Agreements Module 4](#_Toc463443843)

[Exercise 2: Explore the Inbox 4](#_Toc463443844)

[Exercise 3: Explore All Agreements 4](#_Toc463443845)

[Exercise 4: Explore the Agreements Workspace 5](#_Toc463443846)

[Exercise 5: Explore the SmartForm Pages 6](#_Toc463443847)

[Pre-Submission Exercises 8](#_Toc463443848)

[Exercise 6: Create an Agreement 8](#_Toc463443849)

[Exercise 7: Submit an Agreement to Review 8](#_Toc463443850)

[Unassigned Exercises 10](#_Toc463443851)

[Exercise 8: Assign an Agreements Reviewer 10](#_Toc463443852)

[Ancillary Review Exercises 12](#_Toc463443853)

[Exercise 9: Manage Ancillary Reviews 12](#_Toc463443854)

[Exercise 10: Submit an Ancillary Review 12](#_Toc463443855)

[Communication Exercises 14](#_Toc463443856)

[Exercise 11: Log Correspondence 14](#_Toc463443857)

[Exercise 12: Update Correspondence 14](#_Toc463443858)

[In Review Exercises 16](#_Toc463443859)

[Exercise 13: Request Clarifications 16](#_Toc463443860)

[Exercise 14: Respond to a Reviewer Request 16](#_Toc463443861)

[Exercise 15: Move the Agreement to External Review 17](#_Toc463443862)

[Exercise 16: Move the Agreement to Internal Review 18](#_Toc463443863)

[Exercise 17: Approve the Language of the Agreement 18](#_Toc463443864)

[Signing Exercises 20](#_Toc463443865)

[Exercise 18: Send the Agreement Out for Signature 20](#_Toc463443866)

[Exercise 19: Revise the Agreement 20](#_Toc463443867)

[Exercise 20: Convert the Agreement to PDF and Activate It 21](#_Toc463443868)

*Page left intentionally blank*

# Navigation Exercises

|  |  |
| --- | --- |
| Log into the Agreements Module | |
| **Steps** | **Questions** |
| 1. Go to: Insert Training Link 2. Log in as the *Principal Investigator* with the number you were assigned. 3. Click **Enter**. |  |
| Explore the Inbox | |
| **Steps** | **Questions** |
| 1. Click the **SPO Tasks** tab. 2. From this tab you will see a list of all agreements that are in your *Principal Investigator’s* queue that require action, and will be able to sort through them by using either the **Filter by** options, or the column headings. 3. Click on the **Name** of any agreement to open it. 4. Click **My Inbox** (on the upper right) to return to the Inbox. | What is the difference between the Compliance and SPO Tasks tabs? |
| Explore All Agreements | |
| **Steps** | **Questions** |
| 1. In the navigation menu, click **Agreements** to go to the module. 2. From this tab you will see a list of all agreements that are in your *Principal Investigator’s* queue. 3. The additional tabs will show the agreements separated by state. | On which tab can you find the following information?   * Agreements that have not been submitted for review? * Agreements that have not been assigned to a reviewer? |
| 1. Click the **Reports** link to see the types of reports available. | What types of reports are available on the Standard and Custom Reports tabs? |
| 1. Click the **Help Center** link to see the types of user assistance available to you. | What guides and videos are available in the Help Center? |
| 1. Click the **All Agreements** link to return to the main page in the Agreements module. |  |
| Explore the Agreements Workspace | |
| **Steps** | **Questions** |
| 1. From All Agreements, click the **Name** of an agreement to open it. | When you first open an agreement:   * Where do you find the date and time that the agreement was last updated? * Where do you find the state of the agreement? * Where do you find who submitted the agreement? * Where do you find the type of agreement? |
| 1. On the **History** tab, review the activities that have already occurred for this agreement. | When was this agreement created and by whom? |

|  |  |
| --- | --- |
| 1. Click the **Contact** tab to see the additional information available. | On which tab can you find the following information?   * The activities that have already occurred for this agreement * The agreement study team members |
| Explore the SmartForm Pages | |
| **Steps** | **Questions** |
| 1. From the Agreements Workspace, click the **View** (or **Edit**) **Agreement** button. 2. On the navigation bar (at the top or bottom), click the **Jump To:** drop-down menu to see the list of pages making up the agreement.   **Note:** Different pages will appear depending on the type of agreement.   1. On the navigation bar, click the **Continue** button to move through all the pages. 2. On the last page, click **Finish** to return to the Agreements Workspace. |  |

*Page left intentionally blank*

# Pre-Submission Exercises

|  |  |
| --- | --- |
| Create an Agreement | |
| **Steps** | **Questions** |
| You should still be logged in as the *Principal Investigator* from the previous exercise.   1. In the navigation menu, click **Agreements** to go to the module. 2. Click the **Create Agreement** button. 3. Complete the pages by entering the sample agreement.   **Note:** Save time by copying and pasting text from the sample agreement document to the agreement SmartForm pages.   1. When you get to the last page of the agreement, click **Hide/Show Errors** on the navigation bar to check for errors.    1. If an error appears on the Error/Warning Messages pane, click the **Jump To:** link and update any required fields that were missed. Next, go to the last page and click **Finish**.    2. If no errors were found, on the last page, click **Finish**. |  |
| Submit an Agreement to Review | |
| **Steps** | **Questions** |
| 1. On the Agreements Workspace, click **Submit** on the left. 2. Read the statement, and then click **OK** to submit the agreement for review.   **Note:** The agreement can be removed from review by clicking **Withdraw** on the left. This action will discontinue the review of the agreement.  The agreement moves to the **Unassigned** state.  **Note:** The agreement that was created in this exercise will be the one you will move through the workflow in the following exercises. | Why is it important that the agreement cannot be edited once it has been submitted for review? |

*Page left intentionally blank*

# Unassigned Exercises

|  |  |
| --- | --- |
| Assign an Agreements Reviewer | |
| **Steps** | **Questions** |
| 1. Log in as the *Agreements Manager* with the number you were assigned. 2. In the navigation menu, click **Agreements** to go to the module. 3. Click the **Unassigned** tab, and locate the agreement you created. 4. Click the **Name** of the agreement. 5. From the Agreements Workspace, click **Assign Owner** on the left. 6. Select your *Agreements Reviewer* from the list. 7. Click **OK**.   The agreement moves to the **Internal Review (In Review)** state. | How do you determine which Agreement Reviewer to assign to an agreement (what is your policy)? |

*Page left intentionally blank*

# Ancillary Review Exercises

|  |  |
| --- | --- |
| Manage Ancillary Reviews | |
| **Steps** | **Questions** |
| 1. Log in as the *Agreements Reviewer*. 2. From My Inbox, click on the **Name** of the agreement. 3. From the Agreements Workspace, click **Manage Ancillary Reviews** on the left. 4. Click **Add** to add an ancillary reviewer. 5. Click the **Select** button for Person and select your *Ancillary Reviewer*. Click **OK**. 6. Select **Yes** to indicate a response is required. 7. Click **OK**, and then click **OK** again in the next window to add the *Ancillary Reviewer*.   **Note:** If you selected that a response was required, the agreement cannot move past the **In Review** state until the Ancillary Review is complete. Use the **Notify Ancillary Reviewers** activity to send a reminder notification to the Ancillary Reviewer.  The agreement does not change states. | What tab on the Workspace lists the ancillary reviewers assigned to the agreement? |
| Submit an Ancillary Review | |
| **Steps** | **Questions** |
| 1. Log in as the *Ancillary Reviewer*. 2. From the Inbox, open the agreement you created. 3. From the Agreements Workspace, click **Submit Ancillary Review** on the left 4. Select your *Ancillary Reviewer* in the table. 5. Select **No**, to indicate that you do not have any requested changes to the proposed agreement. 6. Click **OK** to submit the ancillary review.   The agreement does not change states. |  |

*Page left intentionally blank*

# Communication Exercises

|  |  |
| --- | --- |
| Log Correspondence | |
| **Steps** | **Questions** |
| *Agreements Managers* and *Reviewers* can create and update “to-do” items for an agreement, such as reminders to follow up with a reviewer or action items for a reviewer to complete.   1. Log in as the *Agreements Reviewer*. 2. From the navigation menu, click the **Agreements** tab. 3. Locate and open the agreement. 4. From the Agreements Workspace, click **Log Correspondence** on the left. 5. Enter the text “Follow up with ancillary reviewer” in the **Summary** field. 6. Select **Send notification**. 7. Do not change the assigned *Owner*. 8. Select the *Owner* in the **For person:** field. 9. Use the calendar icon to select *one week from today* as the due date. 10. Use the calendar icon to select *two days from today* as the reminder date. 11. Select the Status **Waiting on Response** from the list. 12. Select the Priority **High** from the list. 13. Add the Note “Send Ancillary Review Reminder.” 14. Click **OK** to log the correspondence.   The agreement does not change states. |  |
| Update Correspondence | |
| **Steps** | **Questions** |
| You should still be logged in as the *Agreements Reviewer* assigned to the agreement from the previous exercise and on the Agreements Workspace.   1. From the Agreements Workspace, click the **Communication** tab.   **To Edit the Correspondence:**   1. Locate the item, and click **Edit**. 2. Make the necessary changes, and then click **OK**.   **To Mark the Item as Complete:**   1. Locate the item, and click **Complete**. 2. Click **OK**.   **To Delete the Item:**   1. Locate the item, and click **Delete**. 2. Click **OK**.   The agreement does not change states. |  |



# In Review Exercises

|  |  |
| --- | --- |
| Request Clarifications | |
| **Steps** | **Questions** |
| 1. Log in as *Agreements Reviewer*. 2. From My Inbox, click on the **Name** of the agreement. 3. From the Agreements Workspace, click the **Edit Agreement** button.   **Note:** The *Agreements Reviewer* has the ability to edit the agreement at any point.   1. Use the **Continue/Back** and **Jump To:** options to move through the SmartForm pages. 2. Click **Finish** on the last page to return to the Agreements Workspace (or click **Exit** in the navigation bar). 3. In the Agreements Workspace, click **Request Clarifications** on the left. 4. In the text box, type a request to have the PI enter a more concise **Description** of the agreement. 5. Click **OK**.   The agreement moves to the **Clarification Requested (In Review)** state. |  |
| Respond to a Reviewer Request | |
| **Steps** | **Questions** |
| 1. Log in as the *Principal Investigator*. 2. From the Inbox, open the agreement by clicking on its **Name**. 3. On the **History** tab, find the “Clarification Requested…” activity and read the comments. 4. Click **Edit Agreement**. 5. If necessary, click the **Jump To:** link to go right to the SmartForm page that requires edits.   **Note:** If no changes were needed to the agreement, the PI would simply respond to the clarification request.   1. Make and **Save** the requested change(s) (e.g., type the words ‘a more concise description’ in the field) as noted in the Clarification Request. 2. Click **Exit** on the navigation bar to close the agreement. 3. On the Agreements Workspace, click the **View Differences** button. 4. You can view changes made to the **Basic Information** page.   **Note:** If changes were requested on multiple pages in the agreement, you could use the **Changed Steps** option at the bottom of the page to move between pages.   1. Click the **Close** button to return to the Agreements Workspace. 2. On the Agreements Workspace, click **Submit Clarifications** on the left. 3. In the Submit Clarifications window, enter a response in the **Notes** field, and then click **OK**.   The agreement moves back to the **Internal Review** (**In Review**) state. |  |
| Move the Agreement to External Review | |
| **Steps** | **Questions** |
| 1. Log in as the *Agreements Reviewer*. 2. From the Inbox, open the agreement by clicking on its **Name**. 3. From the Agreements Workspace, click **Move to External Review** on the left. 4. The sponsoring organization should be listed in the window. 5. Add any **Notes** or **Supporting Documents**, if necessary. 6. Click **OK**.   The agreement moves to the **External Review** (**In Review**) state. |  |

|  |  |
| --- | --- |
| Move the Agreement to Internal Review | |
| **Steps** | **Questions** |
| You should still be logged in as the *Agreements Reviewer* assigned to your agreement from the previous exercise and on the Agreements Workspace.   1. From the Agreements Workspace, click **Move to Internal Review** on the left. 2. Add any **Notes** or **Supporting Documents**, if necessary. 3. Click **OK**.   **Note:** The *Agreements Reviewer* can move the agreement back and forth between **Internal** and **External Review** to reflect who is reviewing the agreement.  The agreement moves back to the **Internal Review** (**In Review**) state. |  |
| Approve the Language of the Agreement | |
| **Steps** | **Questions** |
| You should still be logged in as the *Agreements Reviewer* assigned to your agreement from the previous exercise and on the Agreements Workspace.  **Note:** When all parties concur on the agreement language and all ancillary reviews are completed, the Agreements Reviewer can approve the language.   1. From the Agreements Workspace, click **Approve Language** on the left. 2. Choose a **Signature Type** from the list. For the purposes of this exercise, select **Wet Ink**. 3. Determine who will sign the agreement first, the internal or external parties. For the purposes of this exercise, select **Yes**.   **Note:** The order in which the signatures are collected will vary dependent upon the type of agreement.   1. Select **No** when asked about evergreen clauses. 2. Using the calendar icon, select an effective date of *one week* from today. 3. Using the calendar icon, select an expiration date of *one year from the effective date*. 4. Click **OK**.     The agreement moves to the **Routing for Signature (Signing)** state. | How will you make a determination as to:   * Whether the agreement will require wet ink or digital signatures? * Which parties (internal or external) will sign first? |

# Signing Exercises

|  |  |
| --- | --- |
| Send the Agreement Out for Signature | |
| **Steps** | **Questions** |
| You should still be logged in as the *Agreements Reviewer* assigned to your agreement from the previous exercise and on the Agreements Workspace.  **Note:** Once all internal signatures are received, the Agreements Reviewer will send the agreement out to the 3rd party for signature.   1. From the Agreements Workspace, click **Send Out for Signature** on the left. 2. The organization will pre-populate from the SmartForms. Enter information about a specific contact, if necessary. 3. Click **OK**.   The agreement moves to the **Out for Signature (Signing)** state. |  |
| Revise the Agreement | |
| **Steps** | **Questions** |
| You should still be logged in as the *Agreements Reviewer* assigned to your agreement from the previous exercise and on the Agreements Workspace.  **Note:** Once all signatures have been received, the signed version of the agreement should be uploaded to the system.   1. From the Agreements Workspace, click **Revise Agreement** on the left. 2. Click the **Choose File** button, and upload the signed version of the agreement. 3. The version number will automatically populate. 4. Type **Notes**, if necessary. 5. Click **OK**.   The agreement will not change states. |  |

|  |  |
| --- | --- |
| Convert the Agreement to PDF and Activate It | |
| **Steps** | **Questions** |
| You should still be logged in as the *Agreements Reviewer* assigned to your agreement from the previous exercise and on the Agreements Workspace.   1. From the Agreements Workspace, click **Convert to PDF** on the left. 2. Click **OK**. The agreement will be converted to a read-only PDF document.   **Note:** The final step in the process is to **Activate** the agreement. Activation should not occur until all signatures have been received, and the agreement document has been converted to PDF.   1. From the Agreements Workspace, click **Activate** on the left. 2. Click the **Add** button, and select an individual that signed the agreement. 3. Click **OK**, and then click **OK** once more. Repeat the process to add the names of all signees. 4. Using the calendar icon, select *today* as the **Internal signing date**. 5. Using the calendar icon, select *tomorrow* as the **External signing date**. 6. The **Effective** and **Expiration** dates will automatically pre-populate. 7. Click **OK**.   The agreement moves to the **Active** state. |  |