

SOP for submitting cases to OGC Specialty Team Advising Research (STAR)

I. Time-line applicable to CRADAs, and Subawards:

- a. NPCs will forward a complete review package to OGC/STAR. A complete review package includes:
 - 1) If a CRADA, the document must show all *changes* made by the Collaborator and NPC against the Model agreement. All documents must be in an editable (i.e. unlocked) MS Word format. If NPCs are forwarding subaward documents, they should be in an editable (i.e. unlocked) MS Word format;
 - 2) A completed CRADA cover page with all information provided;
 - 3) Draft Protocol/Statement of Work, and
 - 4) A completed, signed, and dated Research Financial Conflict of Interest Statement (OGE Form 450 Alternative-VA 11/2013).
- b. STAR will review documents upon receipt and notify the NPC within **48 hours** if the package is complete. If the package is incomplete, STAR will inform the NPC as to what is required to complete the submission. The full review will be completed within **10 federal business days from the receipt by STAR of the complete review package**. It is expected that review of a Simple or Master CRADA will be completed in less than 10 business days. During the review, STAR may reach out to program offices such as the Technology Transfer Program, Office of Research and Development, U.S. Trade Representative, and others, for input and guidance. STAR time spent outside of STAR's jurisdiction does not count against review time. Program offices will provide their review within a reasonable time to OGC.
- c. STAR will review any subsequent revisions to the document within **7 business days** from receipt.

II. Time-line applicable to all Nondisclosure Agreements:

- a. NPCs or VA will provide to STAR documents in an editable (i.e. unlocked) MS Word format.
- b. STAR will review and return documents within **6 business days**.
- c. Any subsequent review of documents by STAR will be completed within **3 business days**.