

<p>SUBJECT: PROCEDURE for approval of contractual agreements between CRCHUM core facilities and companies</p>	<p>NUMBER: CRCHUM 50 512-04</p>
<p>ADDRESSED TO: CHUM researchers, core facilities' managers and companies</p>	<p>Issued on: March 20th 2018 Revised on: August 15, 2023</p>
<p>ISSUED BY: Céline Coderre, Senior Manager, Scientific Performance</p>	
<p>APPROVED BY: Research Management (DR) and SIGNED BY: Vincent Poitout, Research Director CHUM and research director CRCHUM</p>	<p>Date: August 15, 2023</p>

OBJECTIVE

The purpose of this procedure is to establish the rules to be followed in preparing, approving and finalizing a core facility Agreement between the CHUM and a company concerning the services provided by the CRCHUM's facilities or the use of the CRCHUM's facilities equipment or premises.

1. TARGET AUDIENCE

The persons concerned are the technical and scientific managers of the CRHCUM's core facilities, the companies that use the facilities' services and the CHUM researchers involved in these companies' projects.

2. DEFINITIONS

- 2.1 BCR: Research Agreement Office of the CRCHUM.
- 2.2 CRCHUM: Research Centre of University of Montreal hospital center (CHUM).
- 2.3 Establishment: University of Montreal hospital center (CHUM).
- 2.4 Core Facility Manager (RP): Person responsible of the equipment and services and manages the core facility.
- 2.5 Senior Manager, Scientific Performance (GP): The person responsible for the overall organization and management of the core facilities, referred to as the PM in the policy.
- 2.6 External organization: academic partner (e.g. universities, hospitals, research centres and institutes, etc.) or private partner.
- 2.7 Company: any company, for-profit or non-profit, that wishes to receive services from the core facilities or to use self-service premises and/or equipment on the CRCHUM's core facilities.
- 2.8 Core Facility Agreement: This is a service or use agreement between the external organization and the CHUM concerning a facility, prepared by the facility's RP and the GP.

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3. POLICY OF REFERENCE

This follows policy number 50512 ' CRCHUM core facility policy - Section 2 - Equipment and services for clients ' whose purpose is to describe the general rules of access to core facility's services for Companies.

4. RESPONSIBILITIES

- 4.1 Core facility Manager (RP): Prepare the Research Agreement (for the service and use of the Facility) where applicable, set the service rates and provide quotes to customers (if applicable), perform the services and forward the billing to CRCHUM Financial Services. He must also understand the needs and ensure that the activities are actual research activities.
- 4.2 Senior Manager, Scientific Performance (GP): Implement the process to ensure that agreements are prepared, authorized and signed. He must make sure that the register of contracts under his responsibility is kept up to date. He should also make sure that the declarations of conflict of interest are completed.
- 4.3 BCR: Evaluate the acceptability of the Company's requests for clause changes. Review signed agreements.
- 4.4 Company: Signing agreements and complying with specified clauses.

5. PROCEDURE

5.1 Discussions with the Company, information and verifications

- Discussion of the project and the more global research associated with this project, brief documentation by RP for future reference.
- Signing a confidentiality agreement if sensitive information is to be shared with the Company in discussions. The BCR is responsible for proposing and negotiating this confidentiality agreement.
- The RP must be aware of the Company and its research mandate.
- Knowledge of the people involved in the project, both at the Company and at the CRCHUM. Verification of possible conflicts of interest. Any doubt must be reported to the GP and the CRCHUM's Management.
- Any intent to carry out a project that may be related to clinical or diagnostic activities must be promptly declared to the GP.
- Whether or not the CRCHUM's management must approve or forward to the CHUM's General Management for approval, a project that is not part of a research project.

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5.2 Preparation of the agreement

- Writing of the submission and having it approved by the Company.
- Writing of the Core facility Agreement and forwarding to GP for review. Sending the agreement to the Company. If the Company requests changes to the clauses, the Agreement is forwarded to the BCR who will assess the acceptability of the requests and retain the final contract.
- Mandatory signature of the Declaration of Conflict form by the RP and the Research Consultants at the CRCHUM, if applicable. The declaration of conflicts of interest concerning the Company is done through the Core facility Agreement which contains a declaration clause.
- Any declaration of conflict or appearance of conflict will be reviewed by the Committee responsible for handling declarations of conflict of interest, as provided for in procedure number 50 401 A - Procedure for declaring and handling conflicts of interest by the CHUM Research Department, and a decision will be made as to whether the contract can be signed.
- The contract is assigned a sequential number according to the order established in the contract register.

5.3 Signing Process

- The RP sends the Core facility Agreement to the Company for signature.
- Returned and signed by the GP.
- Forwarding of the core facility Agreement by the GP to the CRCHUM Directorate for signature, and to the CHUM Directorate General, if required.
- Final version of the Core Facility Agreement sent to the Company,

5.4 Documentation

- The signed Core Facility Agreement and any declaration of conflict of interest are kept by the CRCHUM on the H/research database.

6. REVISION

This policy shall be updated as required or within a maximum of five (5) years.

7. APPLICATION

This policy becomes effective on the day of its approval by the Research Director of the CHUM.

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