

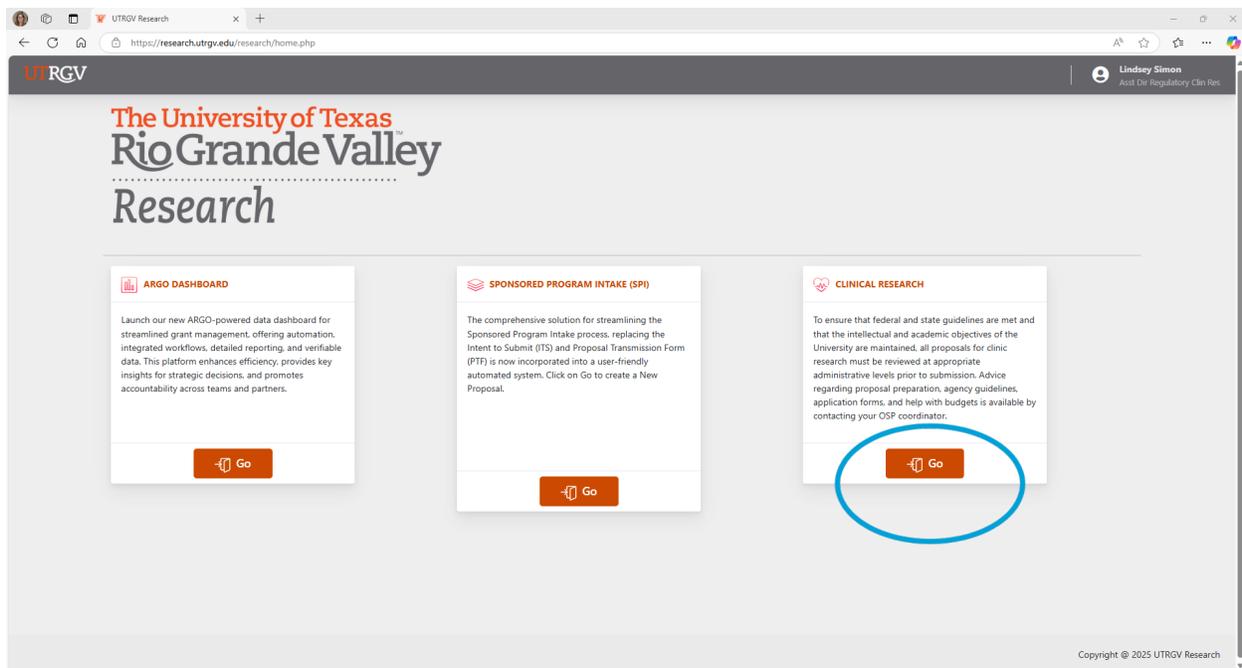
Clinical Research CDA/NDA Submission User Guide and FAQs

Beginning a new submission:

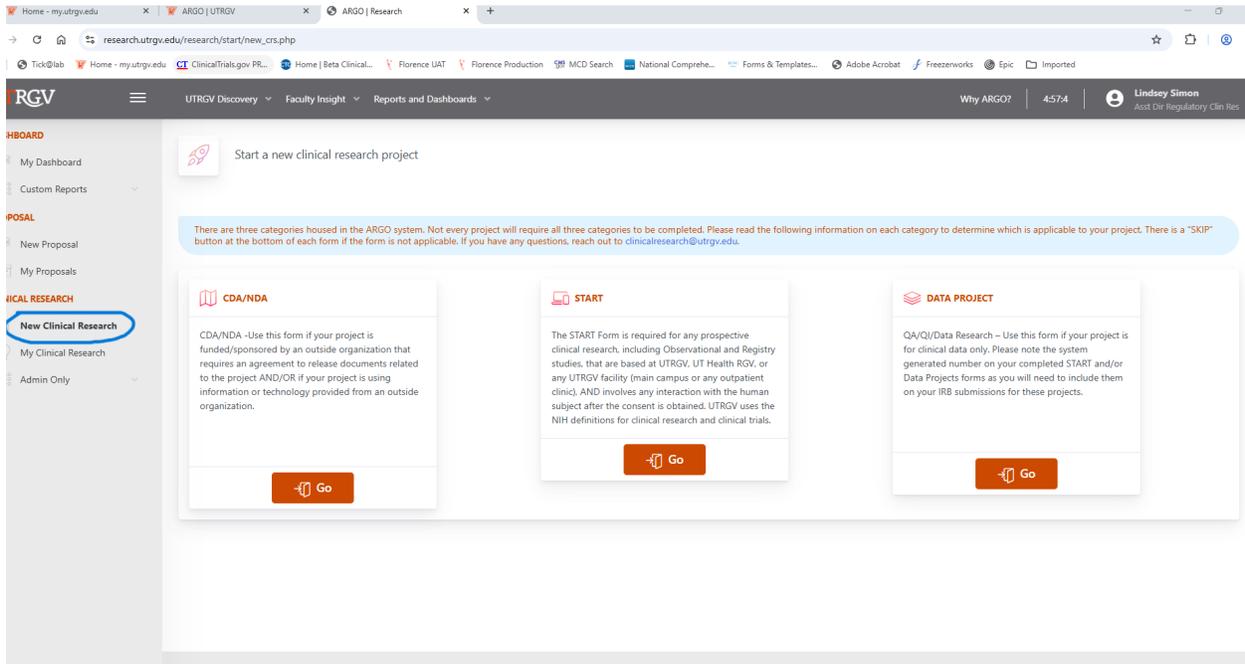
Step 1: Use this link to navigate to the ARGO Platform: <https://research.utrgv.edu/research>

Step 2: Click the ARGO Login button. You may be automatically signed in via Single Sign On (SSO) or you may need to enter your UTRGV Credentials.

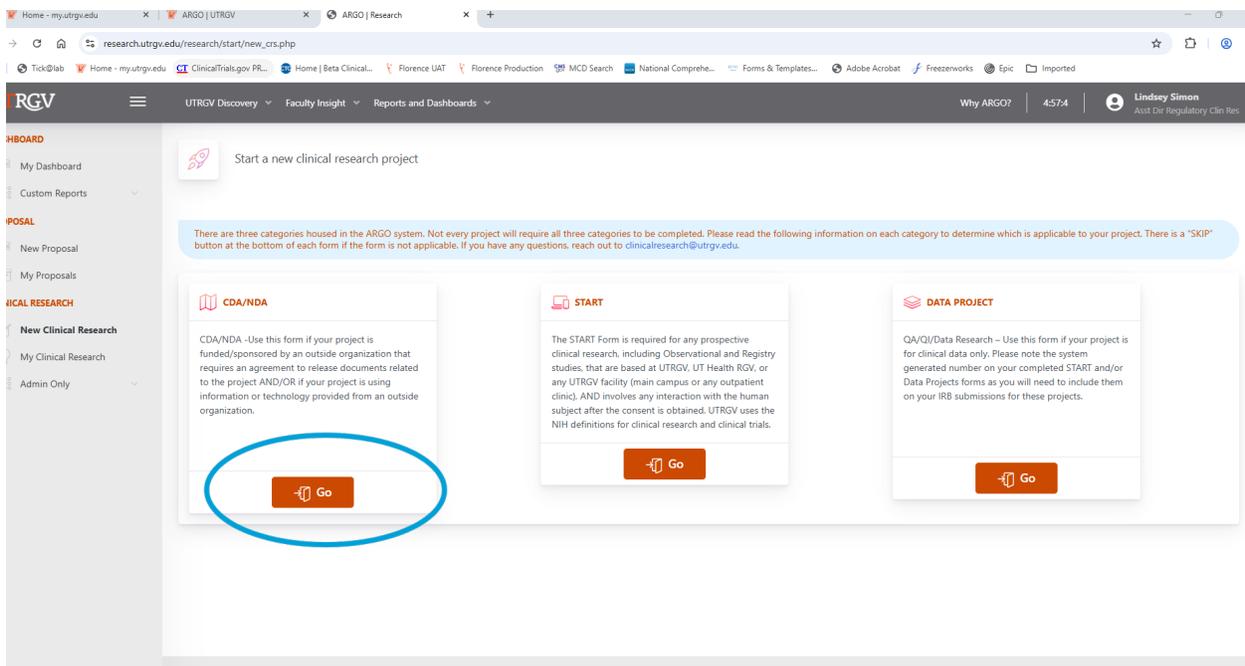
Step 3: Navigate to the furthest box on the right, titled “Clinical Research”. Click on the orange “Go” button.



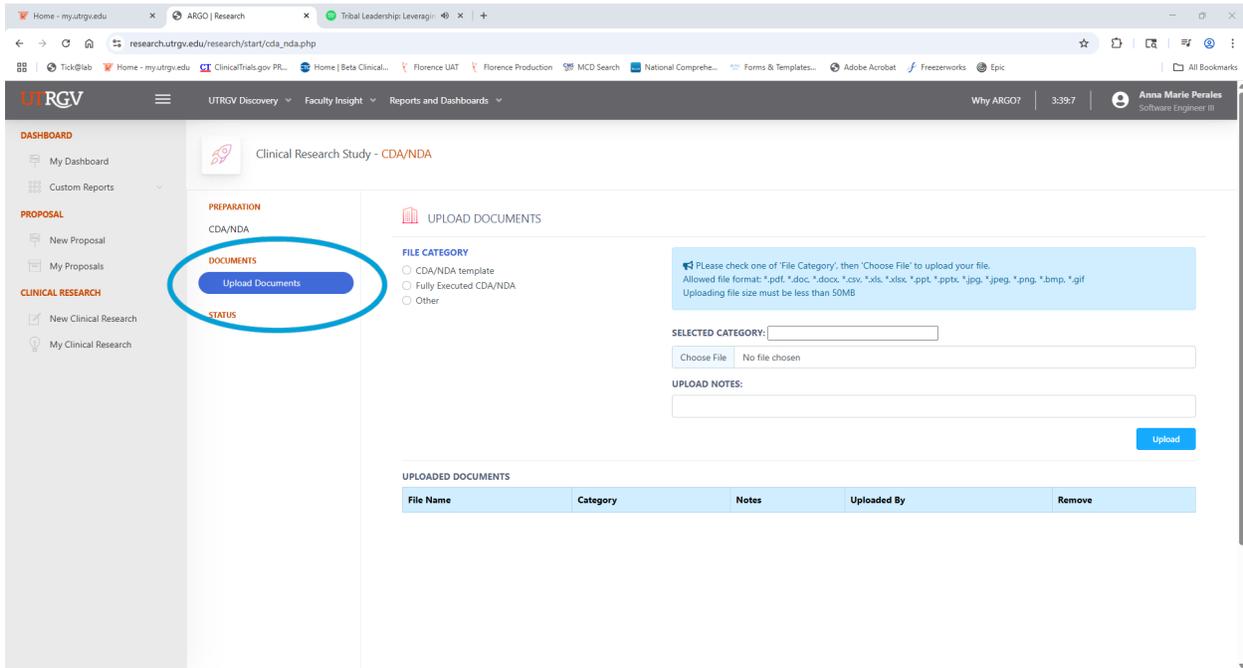
Step 4: Select the link that says New Clinical Research on the left side of the page under the heading “Clinical Research”



Step 5: Click on the word “Go” within the box labeled CDA/NDA. It is furthest to the left.

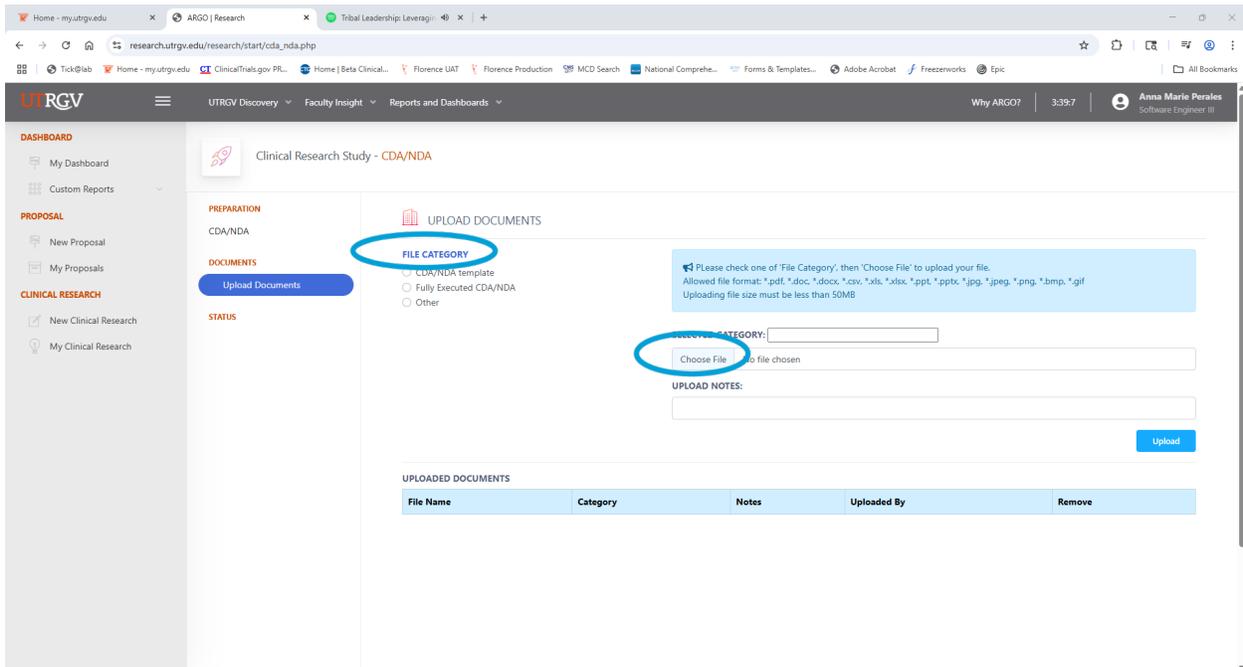


Step 6: Navigate to the Upload Documents section.

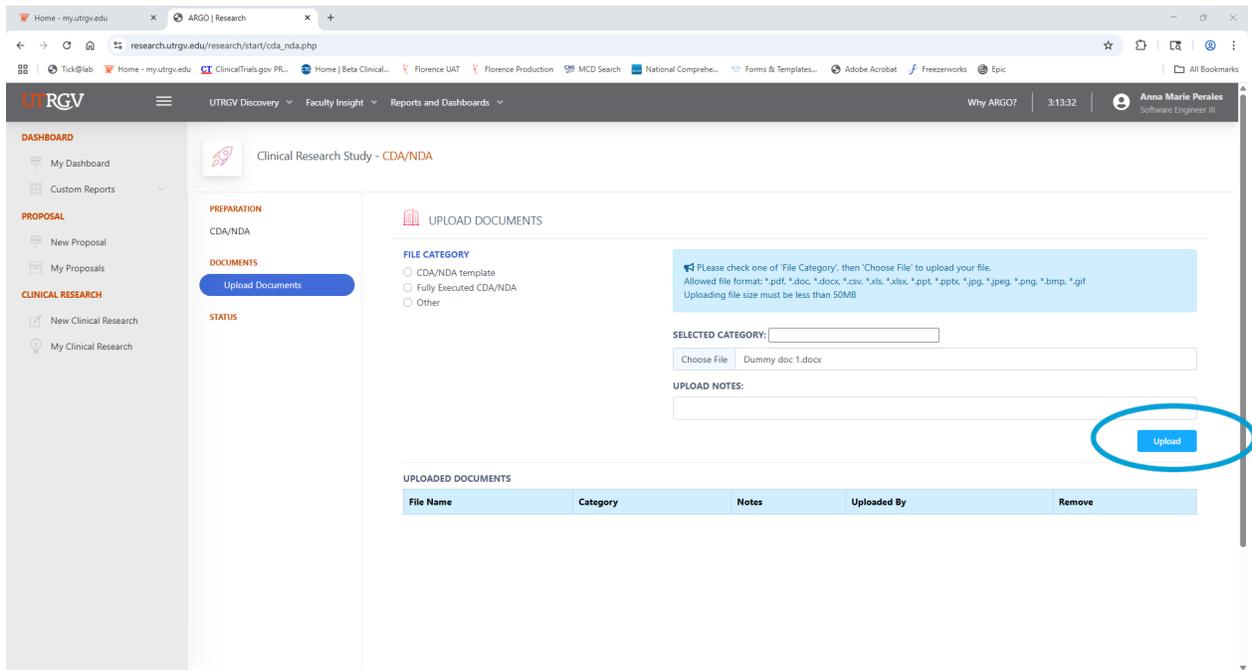


Step 7: Upload the CDA/NDA documents for your project, as well as any other documents that may apply. Select the category that applies to the document you are uploading. Categories can be used more than once, if needed.

Step 8: After selecting the category, select “choose file” and find the file.

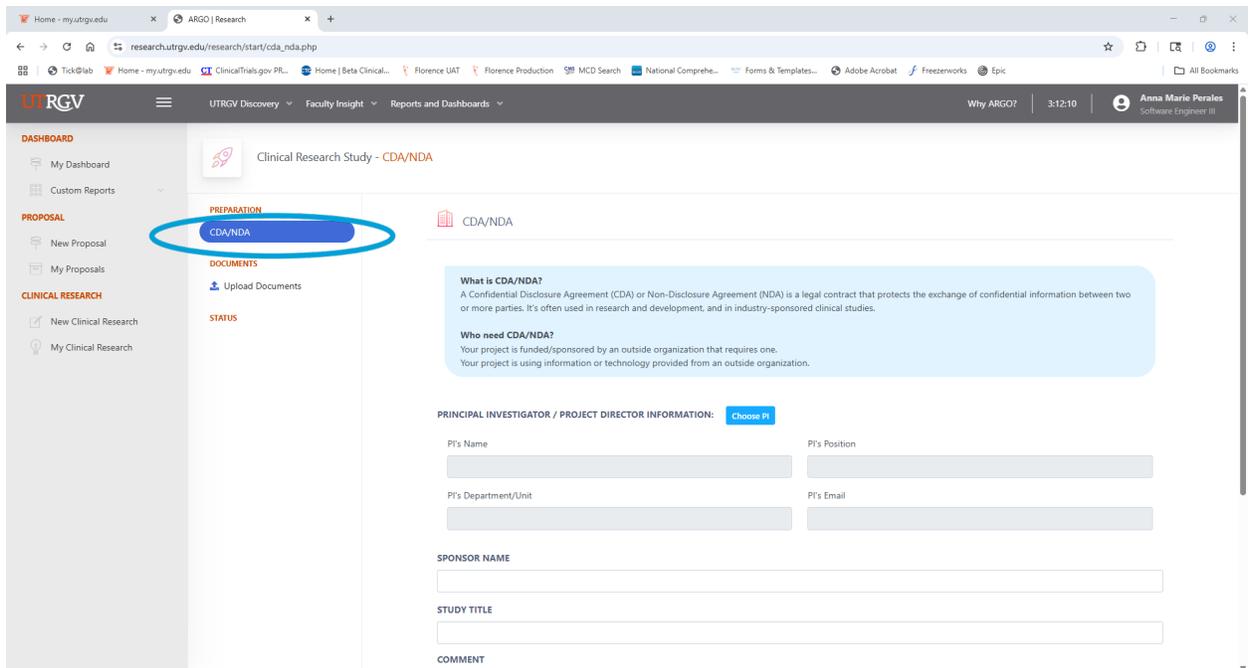


Step 9: After selecting the file you wish to upload, select “Upload”.

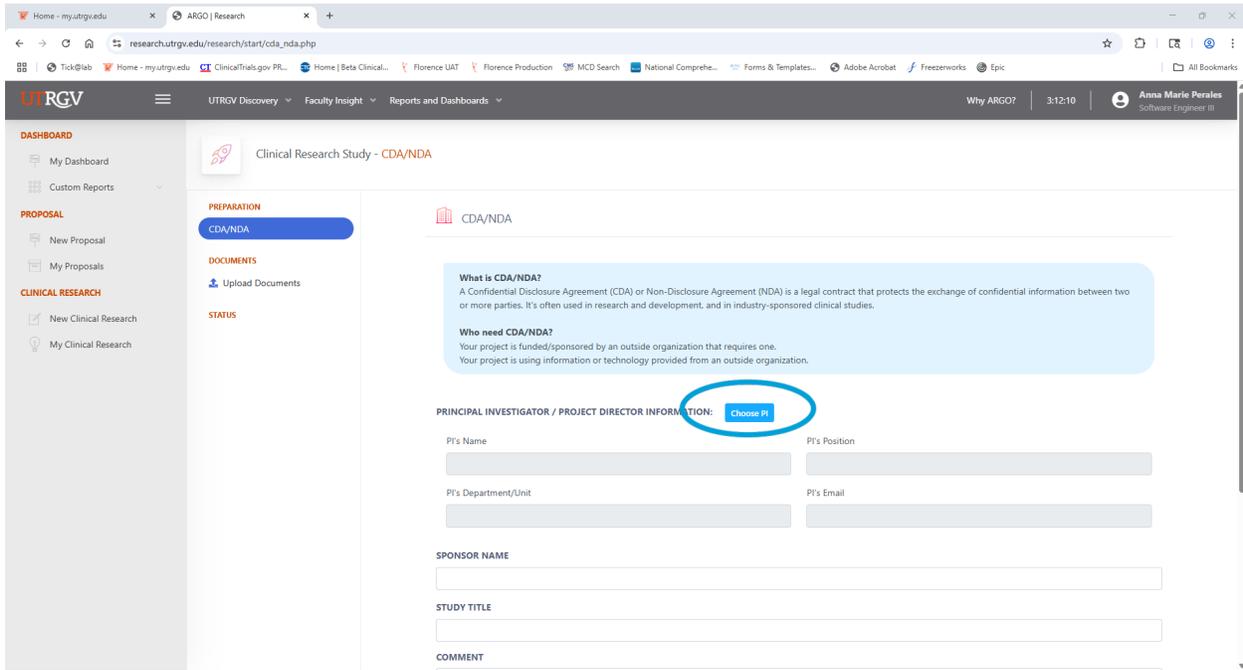


Step 10: Repeat steps 7-9 until all documents have been uploaded.

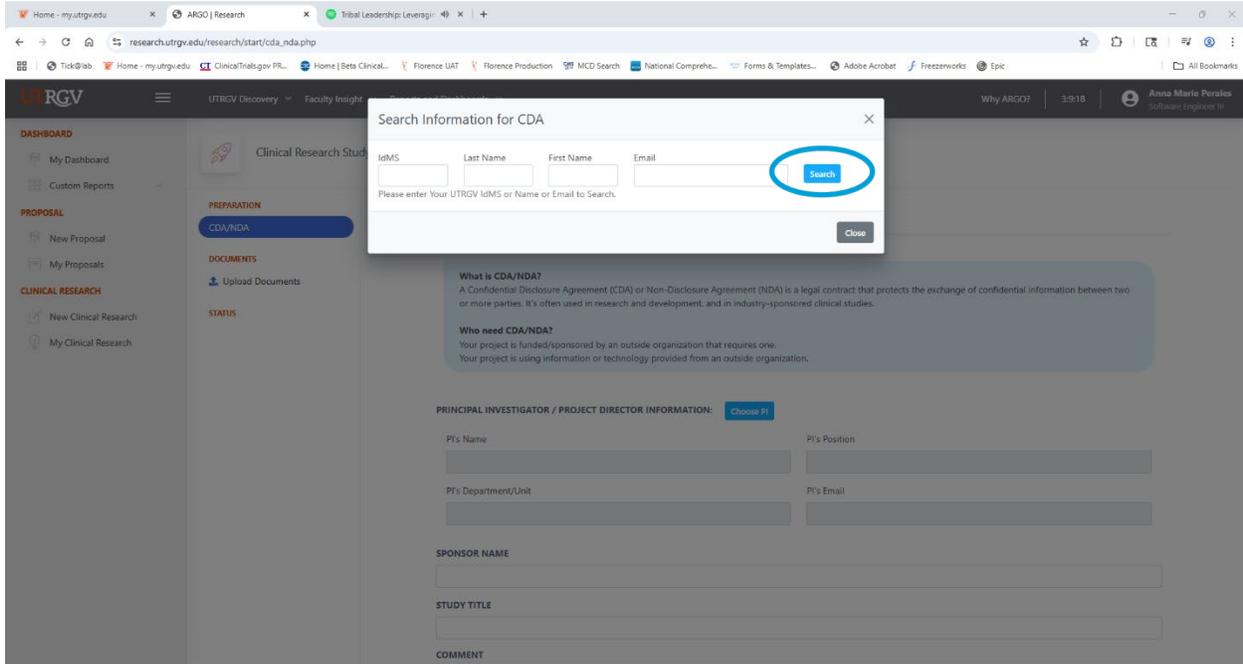
Step 11: Navigate to the CDA/NDA section.



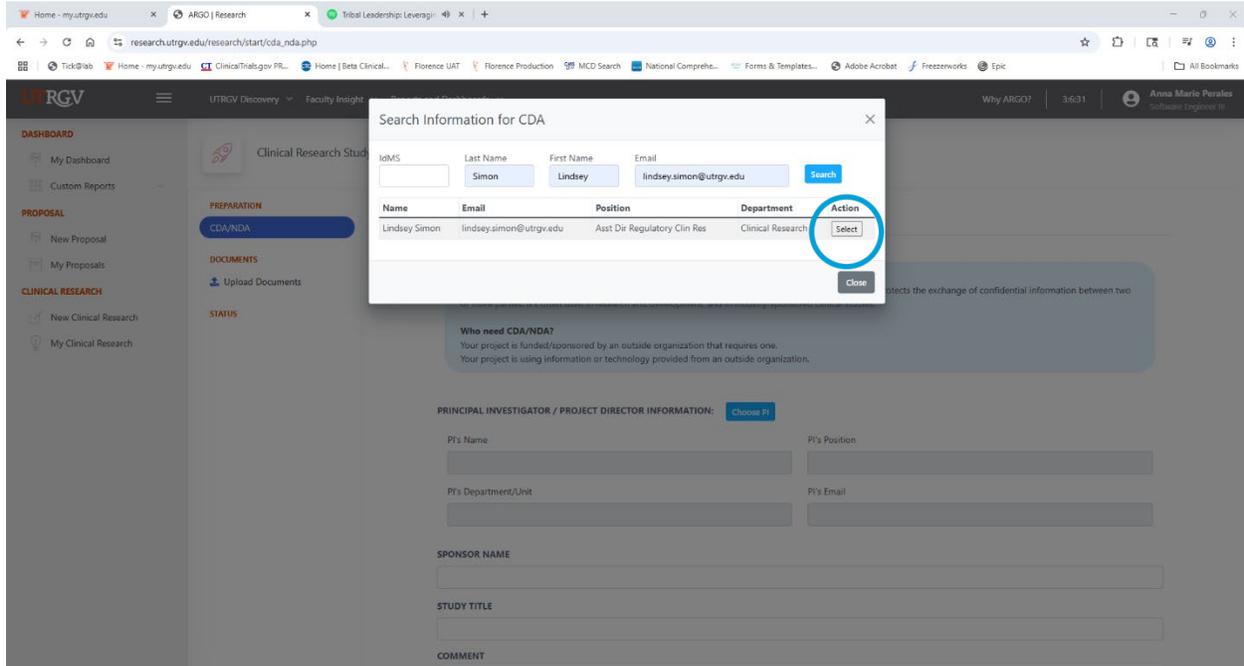
Step 12: Search for the Study PI by clicking the “Choose PI” box.



Step 13: Enter the PI's first and last name and hit “search”.

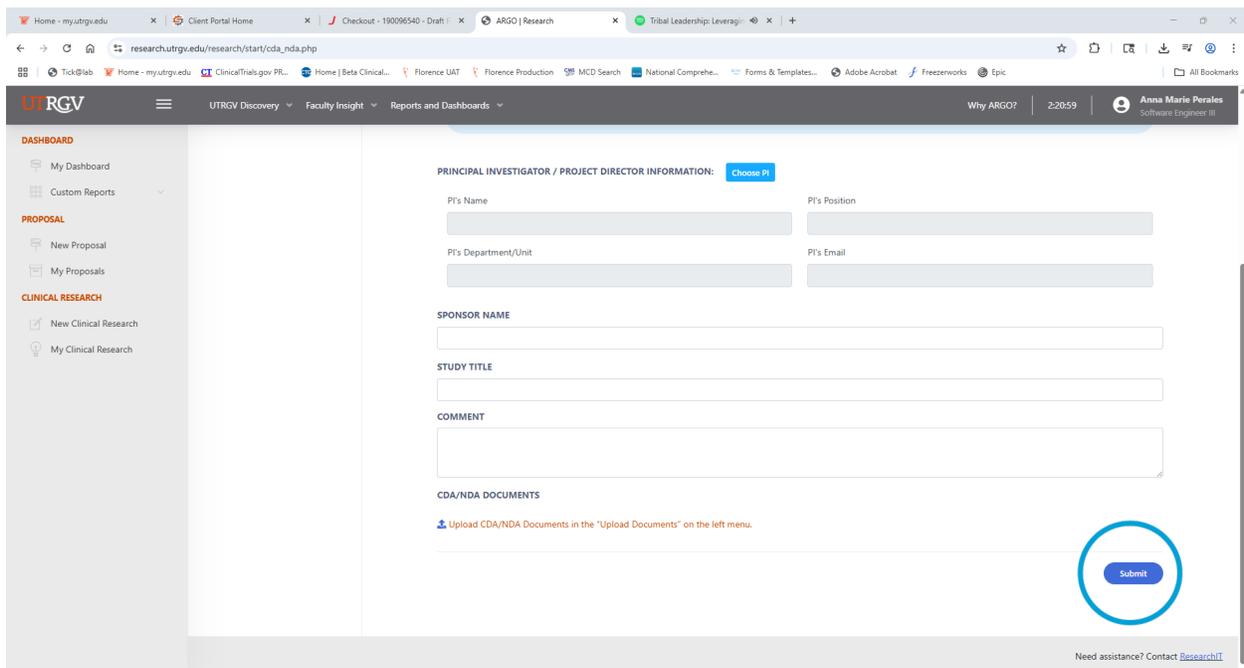


Step 14: A list of all matches from your search will populate. Select the correct PI by clicking “select” under the “action” column on the corresponding row.



Step 15: Fill out the remaining information on the page.

Step 16: Once you are satisfied that you have answered all applicable questions and uploaded all documents, click “submit”.



A member of the Office of Clinical Research will contact you regarding your submission. If you have any questions, reach out to clinicalresearch@utrgv.edu.

FAQs for a CDA/NDA Submission:

What is a CDA/NDA?

- A Confidential Disclosure Agreement (CDA) or Non-Disclosure Agreement (NDA) is a legal contract that protects the exchange of confidential information between two or more parties. It's often used in research and development, and in industry-sponsored clinical studies.

Which studies need a CDA/NDA?

- You will need a CDA/NDA if your project is funded/sponsored by an outside organization that requires one.
- You may also need one if your project is using information or technology provided from an outside organization.

What if I believe my project needs a CDA/NDA but I do not have one?

- Reach out to either the Office of Clinical Research at clinicalresearch@utrgv.edu or Research Contracts and Industry Agreements at rcia@utrgv.edu.

What happens after I submit my CDA/NDA?

- The PI and the Research Contracts and Industry agreements will receive autogenerated emails indicating the submission was complete.
- Research Contracts and Industry agreements will communicate directly with the submitter/PI for the completion of the agreement.