



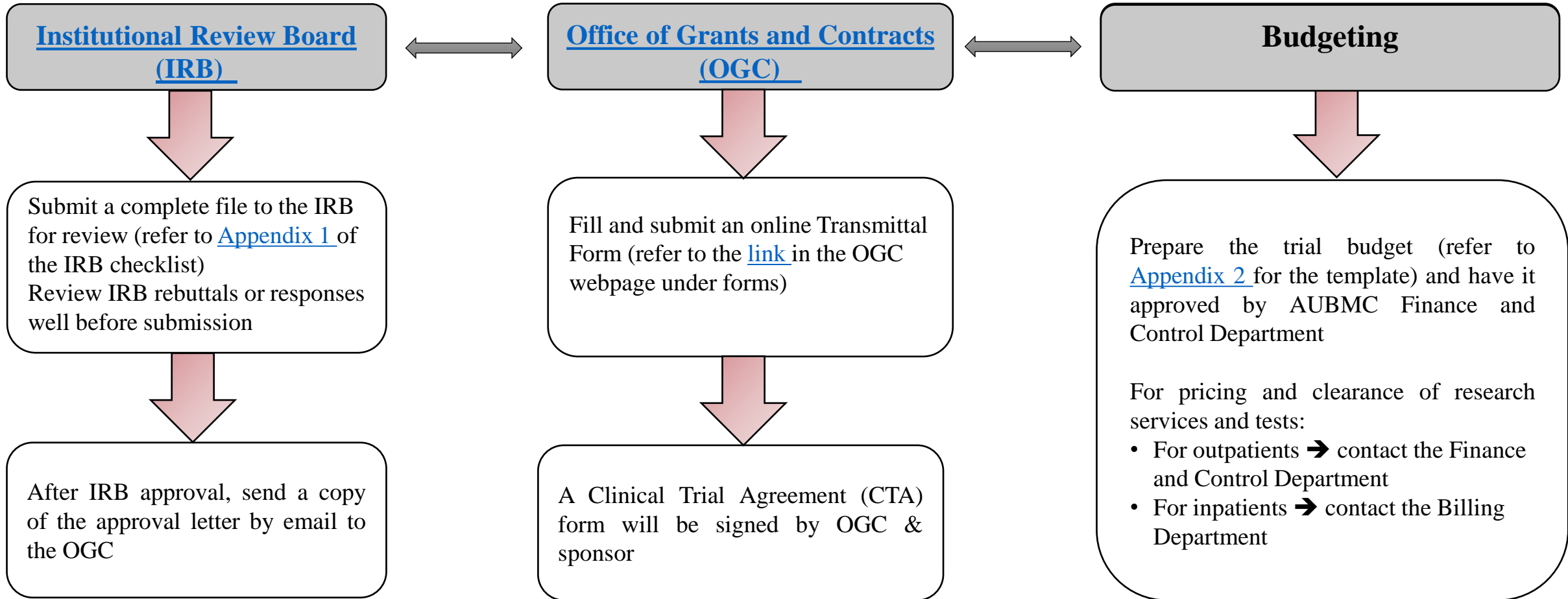
AMERICAN
UNIVERSITY OF BEIRUT

FACULTY OF MEDICINE

FLOWCHART FOR PHARMA-SPONSORED TRIALS



Pre- Award Process for Clinical Trials



Contact Persons:

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OGC: Ms. May Awar Ammar: ma117@aub.edu.lb

Finance and Control: Ms. Gloria El-Hajj: ge03@aub.edu.lb and Ms. Yolla Kanaan: yk17@aub.edu.lb

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Post Award Process for Clinical Trials

Institutional Review Board (IRB)

Inform IRB of protocol amendments or adverse events

Human Research Protection Program (HRPP)

Place an IT service request to register the trial on the Epic module, to be able to link participants and contact the HRPP, as needed, for a training session on trial management (including consenting patients, documentation, medication tracking, and patient enrollment)

Office of Grants and Contracts (OGC)

OGC opens an account and issues invoices as requested and in line with the signed agreement
For the trial procedures, abide by the signed agreement and by the amounts of payments received from the sponsor

Comptroller's Office

Upon recruitment of a patient, for outpatient and inpatient services, send an email to the Finance and Control department for confirmation to detailing all the procedures and tests that will be done to the patient during his/her visit

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