

Browser Compatibility – PC Only

For optimum system performance, we recommend you use Mozilla Firefox or Google Chrome. If you are unable to download Chrome due to administrative restrictions on your computer you should be using Internet Explorer (IE) 9 or 10. If you are using IE7 you will need to upgrade. If you have IE9 or 10 installed but it is set in IE7 mode, you will need to set your *Browser Mode* and *Document Mode* to IE9.

How do you find out what browser you are in?

Open your browser and press the F12 button on your keyboard. A small window opens in the bottom half of your screen that lists *Browser Mode* and *Document Mode*.

The screenshot shows a web browser displaying the BCM BRAIN website. The browser's developer tools are open at the bottom, showing the 'Browser Mode' and 'Document Mode' settings. The 'Browser Mode' is set to 'IE9' and the 'Document Mode' is set to 'IE7 standards'. A red box highlights these two settings. The website content includes a header with the BCM logo and 'Biomedical Research and Assurance Information Network BRAIN', a 'Help Information' section with links for 'ESP1 BRAIN Training' and 'ESP2 BRAIN Training', and a 'Login' section with 'Username' and 'Password' fields and a 'Login' button. A 'Browser Specific Information' section below contains a message: 'All Users and Browsers: If you have pop-up blocker software installed on your machine, you MUST configure the pop-up blocker software to allow pop-ups within BRAIN.'

Both *Modes* should be set to IE9. If they are not, click on them to update.

The screenshot shows the browser developer tools with the 'Browser Mode' and 'Document Mode' dropdown menus open. The 'Browser Mode' is set to 'IE9' and the 'Document Mode' is set to 'IE9 standards'. A red box highlights these two settings. The dropdown menu for 'Document Mode' is open, showing options: 'Standards' (Alt+S), 'Quirks' (Alt+Q), 'Internet Explorer 9 standards' (Alt+9, checked), 'Internet Explorer 8 standards' (Alt+8), 'Internet Explorer 7 standards' (Alt+7), and 'Internet Explorer 5 quirks (Page default)' (Alt+U).

Industry Sponsored Confidentiality Agreements (CDA/NDA) for Clinical Trials

1. Confidentiality Agreements related to clinical trials that will be funded by for-profit, industry sponsors should be submitted to the Institute for Clinical and Translational Research (ICTR) via the CDA online submission system - <https://ictr.research.bcm.edu/CTACDA>.
2. Log in using your BCM Enterprise Computing Account (ECA) username and password.

The screenshot shows the login page for the Confidentiality Disclosure Agreement (CDA) System. At the top left is the Baylor College of Medicine logo. The page title is "Confidentiality Disclosure Agreement (CDA) System" with a "Help" link on the right. The main content area prompts the user to "Please login using your BCM Enterprise Computing Account (ECA)". Below this are two input fields: "User name:" and "Password:". A "Log in" button is positioned below the password field. At the bottom, a note states: "For optimum system performance, we recommend you use the latest version of Mozilla Firefox".

3. Once logged in, the left hand menu bar include three choices:
 - a. New Pre-Review Form – this option allows you to submit a new CDA
 - b. Draft Pre-Review Forms – this option includes all Pre-Review forms in draft form, created but not yet submitted
 - c. Submitted Pre-Review Forms – this option will show you all the pre-review forms you have submitted

This screenshot shows the home page of the CDA System after login. The top navigation bar includes the Baylor College of Medicine logo, the system title "Confidentiality Disclosure Agreement (CDA) System", and links for "Help", "Home", and "Logout". A left-hand navigation menu is visible, with "CDA" expanded to show three options: "New Pre-Review Form", "Draft Pre-Review Forms", and "Submitted Pre-Review Forms". The "New Pre-Review Form" option is highlighted with a red box. The main content area displays a "Welcome to CDA System" message and provides contact information: "For questions/issues, please contact at CTA@bcm.edu" and "For technical issues, please contact [ICTR/RRO Research Informatics](#)".

4. To submit the new CDA Pre-Review Form, click on New Pre-Review Form.

This screenshot is identical to the previous one, showing the CDA System home page. The "New Pre-Review Form" option in the left-hand menu is highlighted with a red box, indicating the next step in the process.

5. The answer to the first question must be **YES**. *If the answer is NO*, the agreement should be submitted to the Sponsored Programs Office or Baylor Licensing.

a. Are you submitting an industry (for-profit) sponsored Clinical Trial Agreement (or amendment) for research involving human subjects? Select **Yes** and click on the **Submit** button.

Confidentiality Disclosure Agreement (CDA) System

Help
Home
Logout

Please answer the following question to submit a CDA Pre-Review Form

Are you submitting an industry (for-profit) sponsored Confidentiality Disclosure Agreement (CDA) for research involving human subjects? Yes No

Submit

6. **Required fields**, which are marked with a **red asterisk***, need to be completed before you can **Submit** the form. You can **SAVE** the form at any time. Once you are in the CDA system, you can access any of the forms in Draft or Submitted status by clicking the appropriate link on the left menu bar.

CDA Pre-Review Form

Confidentiality Disclosure Agreement (CDA) System

Help
Home
Logout

CDA Pre-Review Form

* Required Fields

Complete the form in its entirety with information relevant to your CDA. Attach a Microsoft Word version of the CDA provided by the sponsor; a PDF version will not be reviewed. The agreement will be assigned to a reviewer for negotiation, upon submission of this form.

Investigator: Last name - **First name -**
Telephone - **Email -**
Department - **Required**

Study Title and/or Purpose of CDA (if Title is not yet known): - **Required**

Sponsor - **Required**

Uploaded CDA provided by sponsor (only MS Word document) - **Browse...** **Required**

Sponsor contact information

Last name - **First name -**
Telephone - **Email -**

Baylor administrator contact information

Last name - **First name -**
Telephone - **Email -**

Baylor contact information for contract-related questions

If same as above, check here

Last name - **First name -**
Telephone - **Email -**

Save **Submit** **Cancel**

Upon submission of the completed Pre-Review Form an automated email acknowledgement will be sent to the PI and the listed Administrative Contact(s). Once the contract has been assigned to a contract associate, you will receive a second email noting the assignment. Once the agreement is finalized retrieval of the final document for PI signature will be via this system. Upon PI signature, the signed agreement will need to be uploaded and submitted back to the ICTR for institutional signature and final processing.