

Research Records Inventory Sheet (Non-Clinical Trial)

*Primary Sponsor Name: _____

Sponsor Affiliation: Federal Foundation Industry Internal/UVA Other University State

*Research Group Association: HSR IACUC IBC SBS Other

*Research Group Number (HIC#/HSR#): _____

PTAO Project# _____ *OSP Award # _____

Retention Language per Contract/Protocol:

Study Name:

Study End Date: _____ *PI Name/Computing ID _____

Description of Records:

* Start Date: _____ *Close Date: _____

Number of boxes: _____

Box Inventory: (use back for individual box listings and contents)

Current Location: _____

*Primary Contact Computing ID: _____

Research (Non-Clinical Trial) Inventory Sheet Instructions

This sheet will assist in collecting the information required to enter Research Records for individual research projects into the URMA System for tracking retention and storage location (whether with a vendor or in your own compliant storage). More information on storage and the URMA system can be found on the Records Management website: www.virginia.edu/recordsmanagement

Each sheet will represent one grant/project – and include all boxes of study material or all electronic storage locations.

You may need access to the Administrative Records of the study, including the study protocol, contracts/grants or IRB approval information. Below are definitions of the fields:

***Primary Sponsor Name** - - the name of the company or organization who is the sponsor of the project - if a subcontract, indicate the name of the organization contracting with UVA. (Examples: NIH, Pfizer, Glaxo, etc.).

Sponsor Affiliation: Please circle the main affiliation for the sponsor: Federal; Foundation; Industry; Internal/UVA; Other University; State.

***Research Group Association** - Please circle the UVA Internal review board required for the study (if known). If there is more than one IRB associated with the study, follow this priority list: (1) HSR; (2) SBS; (3) IACUC; (4) IBC; (5) Other.

***Research Group Number (IRB Number)** – Enter the IRB or other review board number here. (If you do not know this number, enter 00s to match the format required).

PTAO Project Number and *OSP Award – both come from the PTAO – if unknown please place 00000 in the OSP award number and leave the project number blank

Retention Language Per Contract – This language is usually listed in the protocol or the contract

Study Name – name of the study as listed on the official protocol or IRB approval.

Study End Date – The date listed in Oracle as the “End Date” for the contract/agreement or the date when the study was officially closed by the sponsor (this may be a letter in the admin records).

***PI Name/Computing ID** – the principle investigator for the study at UVA.

Description of Records – a general description of the records held in all boxes (note: you will provide details on individual boxes or files/folders on the backside of the form)

***Start Date & *Close Date** – date when the study was approved by IRB, and date when the study officially ended activity.

Number of boxes – number of boxes for the study (use the 10 x 12 x 15 size only!)

Current Location – Building and room number where the boxes are currently located.

***Primary Contact Computing ID** – yourself or the person in the department responsible for the records.

On the back of the sheet you will list the individual boxes, adding specific details about what is in each box. For example, if you have three boxes, your entry may look like this.

Box Legacy #	Description	Records Series (Circle)
1	Financial Records – Years 1 – 3 (FY09-FY11)	Administrative Data/Working Papers <u>Financial</u>
2	Administrative Records, Correspondence, IRB (regulatory documents) all five years of the study	<u>Administrative</u> Data/Working Papers Financial
3	Financial Records Years 4-5 (FY12-FY13) Administrative records including close out documentation of the study	<u>Administrative</u> Data/Working Papers <u>Financial</u>

You will need to circle what types of records are held in each box. This will correspond to the records series you select which calculates the retention period for the records. If you have boxes with more than one records series use the first records series. For example in Box 3 above there is both Administrative and Financial records – so we will use the Research Administrative Records series in URMA. When searching for records series in URMA, search under “research” for all contracts and grants, except for Clinical Trial data and administrative records.

If you have any questions about using this form and entering information into the University Records Management Application (URMA), please review guidance on the Records Management website – www.virginia.edu/recordsmanagement or contact us at URMA-help@virginia.edu