ASU Edson College
Clinical Contracts Process
What is a clinical contract?

A clinical contract, often referred to as a student placement agreement, is an agreement between ASU and another organization to allow students from one organization to participate in clinical activities at the other organization.
When is a clinical contract required?

A contract is required when

- ASU students will be participating in clinical activities at a non-ABOR organization.
- NON ASU students will be participating in clinical activities at ASU.
  - NON ASU students must meet the same requirements as ASU students/faculty/staff in the same type of role. Examples include proof of MMR vaccination, background check, FERPA and Title IX training, etc.
- ASU students will be participating in both clinical and research activities at a non-ABOR organization.
  - Research only activities will be covered later.
- ASU students will be supervised by someone not employed by ASU or the clinical site.
- The other organization/clinical site requires an agreement.
When is a clinical contract not required?

A contract is NOT required when:

• Students are participating in clinical activities at ASU only.
  • If the ASU student is also ASU faculty/staff, clinical activities may not be conducted during scheduled work hours

• Students are participating in clinical activities at another ABOR institution (NAU, UA).
  • Documentation must be completed outlining student activities, supervision, etc. NAU or UA may choose to require this information in the form of a MOU or LOU

• Students are participating in NON-clinical activities only.

• Students are participating in an internship and are not receiving ASU credit.

• Students are participating in a non-clinical internship and are receiving ASU credit.
  • Student will complete the ASU Unpaid (UIA) or Paid (PIA) Internship Agreement prior to starting the assignment
  • The UIA and PIA are managed by the OCP via AdobeSign
Types of clinical contracts

- **Standard Student Placement Agreement (SPA)**
  - Uses pre-approved ASU template. Typically takes 1 – 3 months to obtain a fully executed agreement.

- **Non-Standard Student Placement Agreement (SPA)**
  - Does not use the pre-approved ASU template. Requires review and approval from the ACO, OCP, ORM, OGC. Typically takes 6 months to 1 year to complete negotiations and obtain a fully executed agreement.

- **Letter of Understanding (LOU)**
  - Similar to a SPA. Often used when both parties are government entities and/or educational institutions. Typically takes 6 months to 1 year to complete negotiations and obtain a fully executed agreement.

- **Memorandum of Understanding (MOU)**
  - Similar to a SPA. Often used when both parties are government entities and/or educational institutions. Typically takes 6 months to 1 year to complete negotiations and obtain a fully executed agreement.

- **Intergovernmental Agreement (IGA)**
  - Similar to a SPA. Typically used when both parties are government entities. Typically takes 6 months to 1 year to complete negotiations and obtain a fully executed agreement.

- **Training Affiliation Agreement (TAA)**
  - Similar to a SPA. Generally used by military and VA sites. Typically takes 1 – 3 months to obtain a fully executed agreement.

- **Preceptor Agreement**
  - Used when the preceptor supervising students is not employed by ASU or the clinical site. Typically takes less than 1 month to obtain a fully executed agreement.

- **Unpaid (UIA) and Paid (PIA) Internship Agreements**
  - Used when the student is completing an internship for ASU credit. Student completes the application via AdobeSign. Student must be logged in with ASUrite. More info at https://clinicalpartnerships.asu.edu/
Clinical research requirements

1. The research site may choose to require a student placement agreement.

2. If human subjects research is being conducted, the ASU student MUST follow the ASU IRB process.
   • https://researchintegrity.asu.edu/human-subjects

3. If human subjects research is being conducted, the ASU student MUST follow the research site’s IRB process. Additional training (such as CITI) may be required by the research site.
   • https://about.citiprogram.org/landing-page-gcp/?gad=1&gclid=EAIaIQobChMI0qLb- seqgQMV7QOtBh3IWgDUEAAYASAAEgJlFPD_BwE

4. Students may NOT submit research for publication without the review and consent of the research site.