

**Implementation of
Memorandum of Agreement (MOA)
between the
University of Kansas Medical Center (KUMC)
and
An External User**

1. Initial contact made by potential external user to HBIC.
2. MOA is initially executed between Dr. Brooks and the Principal Investigator.
3. MOA will then be sent by HBIC to the Institutional Official (IO) at the External Entity for signature.
4. Upon receipt of signed MOA, the MOA and supporting documents will be sent to John Finley, KUMC IO for the final signature.
5. Original signed copy will be kept in the Office of Compliance (OC).
6. Copies will be sent by OC to the other three signatories for their records.
7. Agreement is investigator, not protocol specific. Once signed, it continues in effect for the specific investigator until terminated.