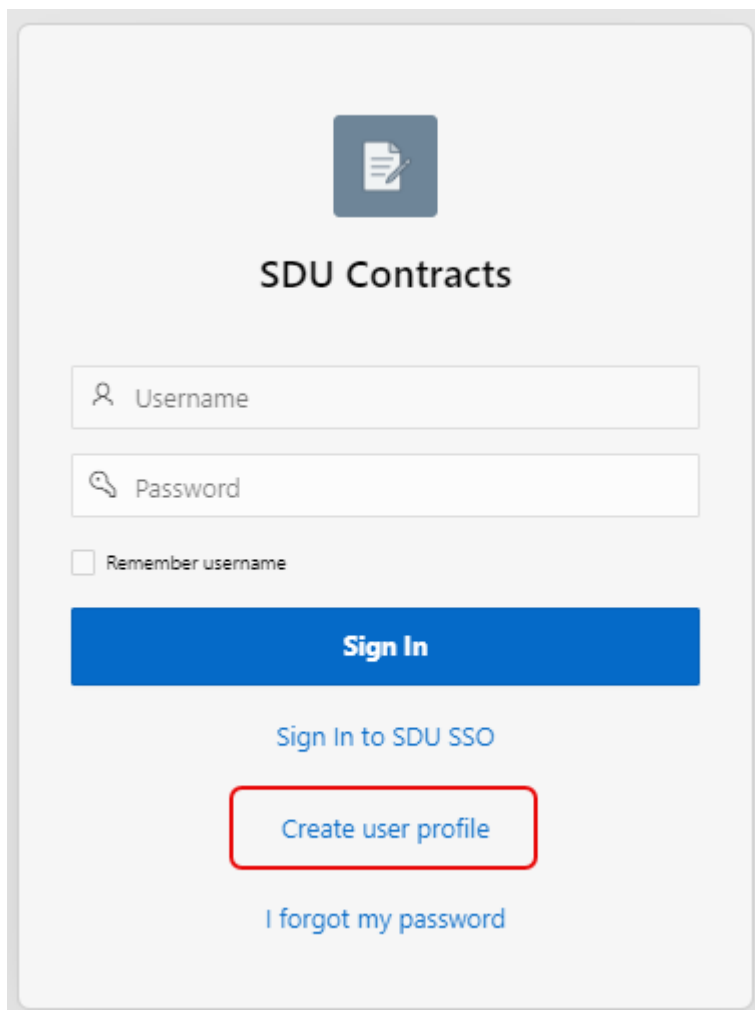Instructions for the form system

Need advice from SDU RIO Legal Services

Region of Southern Denmark

Region Zealand

If you need help with drafting or negotiation of agreements or legal advice from Legal Services, you must create a case in our form system. We need some information before we can advise on the specific case.

As an employee of the Region of Southern Denmark or Region Zealand, you must create a user profile for the first time you use the form by clicking on "Create user profile".

User information

* User email

* Password

* Confirm Password

4 5 1 9 2

Enter Code

Default form values

* Hospital

* Department

Head Of Department

Researcher

Email

Phone Number

User Information: Use your @rsyd.dk or @regionsjaelland.dk email as the user email.

Default values: Specify the hospital and department that you are associated with.

You enter your name in the "Researcher" field. In addition, please provide your email and phone number.

There will be sent an activation link to your email. This must be activated within 24 hours.

Confirmation
A mail with an link has been sent to you mailbox. You must activate the link within 24 hours.

Create a case regarding your inquiry

Once you are logged in, click **Create** to create the case.

Then select which region the case concerns.

Create case

Contract ID	17272
Issuer	Region Zealand (Region)
* Project Title	

Contract ID	17274
Issuer	Region South (Region)
* Project Title	

Project title: State the title of the project (preferably alias), as well as any protocol number.

Region contact information

* Hospital	
* Department	
* Head Of Department	
* Researcher	
* Researchers email	
* Researchers phone number	

Hospital: If the case is created on behalf of a different hospital/department than the one you have linked during the user creation, you must select the hospital here.

Department: Select hospital department.

Chief physician: Specify the chief physician of the selected department.

Researcher: State the name of the researcher/project manager.

Email: Specify the researcher's/project manager's email.

Phone number: State the researcher's/project manager's phone number.

Parent Project	
* Contract Type	
External Project Number	
Project Duration	

Main project: E.g. in case of amendments to an existing agreement, the main agreement can be found and linked to the amendment. It is possible to search for cases created within your own domain (rsyd.dk or regionsjaelland.dk).

Contract type: Select the type of agreement for which you want legal assistance.

External project number: If the project has a project/case number that is used as a reference for the project, it can be entered here. You can also add your registration number from the data protection records.

Duration of the project: If the project has a duration, it can be stated here.

Regarding Company Initiated Clinical Trial Agreements

Parent Project	
* Contract Type	CICTA1 Company Initiated Clinical Trial Agreement (Phase I)
	☐ Trial Nation template
* Clinical Trial Protocol Number	
External Project Number	
Project Duration	

*Under "Contract type", the correct phase of the study must be stated.

Protocol numbers must be provided on cases relating to Clinical Trial Agreements.

Notes

Here you are welcome to insert a description of the collaboration or other relevant information for the project.

Noter

Parties

To add parties to the project, click create party:

* Contract parties   **Create Party**

no data found

Danish company: Select company type CVR. Then enter the party's CVR in the Company ID field and click on **Lookup**. Check that it is the correct company that shows.

Party   ✕

Company type	Danish VAT Id ⌄
Company Id		**Lookup**
Company name	
Address	

Cancel   **Create**

Hospital and department:

Select company type "Hospital department".

Then you can specify the hospital and department that are included in the agreement.

If you want to add a hospital and department from another region, you can check "Show all hospitals and associated departments".

Foreign business partners:

Select the company type "Foreign company ID".

Select the country in which the collaborator is located.

Enter the address of the collaborator.

Enter the partner's email* or contact person in the company.

*Some domains (e.g. gmail.com, hotmail, etc.) are invalid. Contact support if the party can't give you a valid email. You can find contact information on page 13.

Party

Company type   Foreign Company Id ▽

* Country   [_____] ☰   **Search existing**

* Company name   [_____]

* Address   [_____]

* Contact email   [_____]

Cancel   **Create**

* Contract parties   **Create Party**

	Type	Party Id	Name	Address/hospital
✏	Danish VAT Id	29283958	Syddansk Universitet (University of Southern Denmark)	Campusvej 55, 5230 Odense M
✏	Danish VAT Id	29283958	Syddansk Universitet (University of Southern Denmark)	Campusvej 55, 5230 Odense M

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You can create multiple parties for the project by repeating create part.

To edit or delete the added parties, click the edit icon ✏ .

Enclose files

Depending on the type of case you are inquiring about, we may need you to enclose drafts, budgets, project descriptions, etc. There will be a red asterisk if it is mandatory to attach a given document.

Upload files

☐ I have a contract draft

Budget   [Vælg fil] Der er ingen fil valgt

Protocol   [Vælg fil] Der er ingen fil valgt

Payment terms   [Vælg fil] Der er ingen fil valgt

If you have additional documents that are relevant to the case, you can load other contract documents by clicking add document.

Uploads

Upload other contractual documents   [Add document]

When you have filled in the form, you create the case for further processing by clicking on

Create in Workzone in the right corner.

To overview		**Create in Workzone**

* Contract parties

no data found

Upload files

☐ I have a contract draft

Grant agreement | Vælg fil | Der er ingen fil valgt

Payment plan | Vælg fil | Der er ingen fil valgt

Uploads

Once the case has been created, you can access your case via the overview.

Support

For help and support, please contact: kahem@sdu.dk, peed@sdu.dk or henj@sdu.dk.