Dear Clinical Research Community,

The Office for Clinical Research (OCR) has updated the following forms:

1. **OCR Submission (version 5, 6/17/21):** used for both federal and non-federal studies that have billable items and services and are billed through an Emory Healthcare or Grady facility requiring a Prospective Reimbursement Analysis (PRA) to ensure research billing compliance and ERMS entry for both study and subject activity reporting.
2. **ERMS Activation (version 7, 6/18/21):** used to for clinical trials that do NOT have billable items and services but require notification of enrollees in ERMS.

These forms are to be used, effective *immediately.* They can be found on the [Forms](http://ocr.emory.edu/forms/index.html) page of our website. For information on the OCR Submission and ERMS Activation requirements, please reference the [OCR Decision Tree](http://ocr.emory.edu/documents/word/OCR%20Decision%20Tree.pdf) and [ERMS Study Types](http://ocr.emory.edu/erms/index.html).

**Note**: Always fill these forms out in its entirety to avoid delays in your submission.

**Who do I contact if I have problems completing the forms?** Email [OCR@Emory.edu](mailto:OCR@Emory.edu) to be connected to the right person for assistance.

Sincerely,

Office for Clinical Research (OCR)