

Office of Research

Human Research Protections Office

To: UNM HSC Departments  
From: Office of Research  
Date: August 19, 2009  
Re: Sponsored Research IRB Fee Billing Process

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Effective October 1, 2009, the billing for IRB fees (HRRC) will be conducted by HSC Financial Services - Unrestricted Accounting in accordance with University billing policies. Historically, IRB fees were billed to the sponsor in a variety of ways (by the principal investigators, research coordinators, departments, and unrestricted accounting).

IRB fees are not assessed for UNM investigator-initiated studies, or federally funded research in which the award or sub-award budget includes an F&A return to UNM HSC. Therefore, this billing process affects only **sponsored research studies**, in which monetary study support is received from an outside UNM entity **without** F&A return to the institution. This includes nonprofit and commercial entities such as pharmaceutical companies.

Individual investigators or departments will not be responsible for upfront payment of fees, or for issuing invoices to the sponsor. This process will also increase the success rate for sponsor payment of fees and reduce the burden of payment to investigators/departments. When investigators submit a new study or progress report without a check from the sponsor, our office will require address/billing information for the sponsor and a 6 digit Unrestricted Department Banner Index that will be charged if the sponsor fails to pay for the charges. Financial Services will issue invoices to the sponsor, and ensure account receivables are tracked and collected via a centralized system.

After 120 days, uncollected fees are the responsibility of the department, and the PI's unrestricted department Banner Index will be charged.

Please contact Sonja Dewing at [sdewing@salud.unm.edu](mailto:sdewing@salud.unm.edu) or 272-0880 if you have any questions.