

# Clinical Trial Bill Processing

Grant \_\_\_\_\_ Fund \_\_\_\_\_ Index \_\_\_\_\_

- Department will send an email request to HSC FSD Post-award (FSDPA) with information needed to process the bill. FSDPA will create and mail the invoice, create the charge in Banner, and collect on past due balances. Note: If the actual amount is not known, the department will provide an estimated amount to FSDPA.
- Department will send an email request to FSDPA with information needed to process the bill. FSDPA will create the invoice, create the charge in Banner, and forward the signed invoice to the department for mailing. The department will attach additional documentation and/or secure additional signatures and mail the invoice to the agency ASAP. Note: If the actual amount is not known, the department will provide an estimated amount to FSDPA.
- Department will process billing request through sponsors' billing system. Department will send an email to FSDPA with the actual or estimated amount of the anticipated payment. FSDPA will create the charge in Banner.
- Department is working with the Clinical Trials Center on this clinical trial. Department is responsible for sending an email to FSDPA with the actual or estimated amount of the amount owed by the sponsor. FSDPA will create the charge in Banner.
- Department is unable to determine the amount due from the sponsor and chooses to have equal bill amounts created each month. The monthly charge amount is calculated as follows:

Contract amount \$ \_\_\_\_\_

Anticipated % amount \_\_\_\_\_

Total amount of charges (Bills) \$ \_\_\_\_\_

Length of contract (in months) \_\_\_\_\_

Monthly bill amount \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_