

MEMORANDUM

TO: All HSC Faculty

FROM: Hengameh Raissy, PharmD
Interim Vice President for Research
UNM Health Sciences



HR

DATE: February 21, 2023

RE: Administrative and Compliance Review Fee

Dear Colleagues,

Effective March 1, 2023, all pharmaceutical clinical trial budgets must include a fee for initial and ongoing administrative and ancillary compliance reviews for studies that are reviewed by an external IRB. These fees will then be charged directly to the contract or grant index to which these fees pertain. These fees will cover the cost of the significant administrative costs incurred by the research compliance offices for studies deferred to an external IRB. The current fee structure is \$2,500 for New Studies and \$500 for Modifications.

The fee will be charged to the restricted index via a journal voucher (JV) from the accounting office of the HSC Office of Research and thus will show up as a line item expense on the restricted clinical trial index. This line item expense will then be part of the monthly invoice that is submitted to the sponsor for payment. This will allow for the IRB fees to be tracked as part of your expenses pertaining to your restricted index, which is beneficial for understanding all costs associated with the research.

If you have any questions about the process outlined in this communication, please contact Michelle Parra at MMParra@salud.unm.edu.

Signature: *Hengameh Raissy, PharmD*
Hengameh Raissy, PharmD (Jun 7, 2023 10:20 MDT)

Email: hraissy@salud.unm.edu