


MEMORANDUM

To: HSC Faculty and Staff

From: Richard S. Larson, MD, PhD
Executive Vice Chancellor
Vice Chancellor for Research 

Date: November 29, 2017

RE: IRB fees for Pharmaceutical Clinical Trials

In an effort to reduce the time it takes to process IRB payments and improve efficiencies in IRB payment collections, UNMHSC is instituting a new policy regarding the invoicing of IRB fees for pharmaceutical clinical trials. Effective January 1, 2018, all pharmaceutical clinical trial budgets submitted through PreAward must include all applicable IRB fees in their direct costs. All applicable IRB fees will then be charged directly to the contract or grant index to which these fees pertain. 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 Becky Welch at blwelch@salud.unm.edu or 505-272-3677.