

CHILDREN'S HOSPITAL AND REGIONAL MEDICAL CENTER
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Office of Sponsored Research
POLICY NUMBER: OSR-08
REPLACES: _____
EFFECTIVE DATE: August 1, 2005
REVISION DATE: _____

POLICY TITLE: Start Up Reimbursement for Corporate Sponsored Clinical Trials

POLICY:

Children's Hospital and Regional Medical Center requires corporate sponsors to reimburse for start up time expended by Principal Investigator and study staff to initiate clinical trials.

PROCEDURE:

1. During internal budget development process, OSR, in conjunction with Principal Investigator, will estimate number of hours required from PI and study staff to initiate clinical trial (e.g. all activities related to IRB application submission and response to review, communications with sponsor and OSR).
2. OSR will negotiate one time, non-refundable start up fees to be included in sponsor's payment schedule.
3. Upon final execution of contract and activation of study account, OSR will immediately update Principal Investigator's Salary Composition Detail to cause reimbursement to CUMG equivalent to the amount negotiated with sponsor. In the case of Investigators who are CHRMC employees, a Payroll Hours Adjustment will be initiated as described below.
4. OSR will cause a Payroll Hours Adjustment for study staff equivalent to the dollar amount indicated in contract.

Approved by:



Director, Research Finance & Sponsored Projects



Date