

**SOP: 306**  
**IRB FEES**

**1. POLICY**

The IRB at the Health Sciences Center (HSC) charges an IRB application fee to industry-sponsored human research projects. The Norman Campus does not charge an IRB application fee.

**Specific Policies**

**1.1 Fee Structure**

The HSC IRB shall charge a one-time, non-refundable application fee of \$2,000 to all industry-sponsored human research projects. This fee does not apply to federally-funded research, investigator-initiated research, or research supported by grants from non-profit foundations or organizations.

Effective July 1, 2009, the HSC IRB shall charge a non-refundable initial application fee of \$2,500 to all industry-sponsored human research projects. The HSC IRB shall charge a non-refundable continuing review application fee of \$500 to all industry-sponsored human research projects. These fees do not apply to federally-funded research, investigator-initiated research, or research supported by grants from non-profit foundations or organizations.

**1.2 Budget Preparation**

The Investigator or Office of Research Administration, as appropriate, shall include the IRB review fees as a separate line item in all industry-sponsored budgets or payment schedules. The investigator also may negotiate a separate budget line item for IRB preparation and submission.

**1.3 Invoicing and Collection**

1.3.1 Upon receipt of an IRB application, the HSC IRB shall generate and send an invoice to the sponsor for each initial and continuing review industry-sponsored human research project. Payment is due upon receipt of invoice.

1.3.2 The IRB shall send past due notices to the sponsor for payments not received within 45 days of the invoice, followed by a letter of collection for payments not received within 60 days.

**1.4 Deposits and Accounting**

1.4.1 The IRB staff shall maintain a current accounting of IRB application fees invoiced and fees collected in the IRB Office.

1.4.2 The IRB makes deposits with the HSC Bursar's Office according to HSC Policy. The IRB staff shall maintain deposit records in the IRB Office.

**2. SCOPE**

These policies and procedures apply to all Investigators who utilize the HSC IRB as the IRB of record.

### 3. RESPONSIBILITY

The HRPP Director is responsible for the management and conduct of the IRB application fee policy and procedures assuring compliance with University guidelines. The IRB staff is responsible for the appropriate invoicing, collection, and accounting of IRB application fees charged to industry sponsors. The IRB staff is responsible for making deposits of fee payments within 24 hours of receipt with the HSC Bursar's Office.

### 4. APPLICABLE REGULATIONS AND GUIDELINES

The University of Oklahoma Health Sciences Center Administrative Policies, Financial Services

### 5. REFERENCES TO OTHER APPLICABLE SOPS

None.

### 6. ATTACHMENTS

306-A HSC IRB Sample Invoice  
306-C HSC Cash Receipts Policy, Section 510

### 7. PROCESS OVERVIEW

- 7.1.1 The Director of Compliance in collaboration with the HSC Senior Vice President and Provost will determine the fee structure for the IRB application fee.
- 7.1.2 The Investigator or Office of Research Administration, as appropriate, is responsible for including the IRB application fees as a separate line item in all industry-sponsored budgets and payment schedules. The Investigator also may negotiate a separate budget line item for IRB preparation and submission.
- 7.1.3 The IRB staff is responsible for generating a weekly *IRB Report of Protocols by Date Received* for the previous week. The HRPP Director is responsible for reviewing the report to verify that the appropriate industry sponsors are invoiced.
- 7.1.4 The IRB staff will use the IRB Report to generate an invoice for each initial and continuing review industry-sponsored project received by the IRB. The IRB application fee is due upon receipt of the invoice by the sponsor. The IRB staff will generate an aging report to monitor accounts receivable. If payment is not received within 45 days following invoicing, a letter of collection is sent to the sponsor by the IRB office.
- 7.1.5 The IRB staff processes payments received, endorses the checks, verifies amount collected, and delivers deposits to the Bursar's Office.
- 7.1.6 The IRB staff will verify the amount deposited against the Deposit Voucher to confirm that the amount received was appropriately deposited with the Bursar's Office.

**APPROVED BY:** \_\_\_\_\_ **DATE: 09/01/2009**

**NEXT ESTABLISHED REVIEW DATE: MAY 2012**