

**INSTITUTIONAL REVIEW BOARD
SOP 306: IRB FEES**

POLICY

The IRB at Decatur Memorial Hospital charges a review fee for all industry sponsored clinical trials. The DMH IRB fee does not apply to federally funded research, investigator-initiated research, student research, and research supported by grants, non-profits, or foundations.

PROCEDURES

1. Fee Structure

- 1.1 The DMH IRB fees are based on the types of submission and how each individual contract is written. The standard IRB fees are:
 - 1.1.1 Initial Review, \$3,000
 - 1.1.2 Continuing Review, \$900
 - 1.1.3 Amendment, \$600 [expedited or full board]

2. Budget Preparation

- 2.1 The Manager of Clinical Research shall determine the IRB fees during contract negotiations. These fees shall be documented in the contract.

3. Invoicing and Collection

- 3.1 The financial coordinator in Clinical Research shall generate and submit the invoice to the sponsor for each industry sponsored clinical trial. Payment is due upon receipt of invoice, unless otherwise specified in the contract.
- 3.2 The financial coordinator shall also generate any past due notices, followed by verbal communication to the company.

4. Deposits and Accounting

- 4.1 The financial coordinator in Clinical Research shall maintain a current accounting of the review fees invoiced and any fees collected on behalf of the IRB.
- 4.2 The financial coordinator shall also maintain the deposit records for the IRB fees.

SCOPE

This SOP applies to all investigators who utilize the DMH IRB as the IRB of record, the Manager of Clinical Research, and the financial coordinator.