

**DECATUR MEMORIAL HOSPITAL
INSTITUTIONAL REVIEW BOARD**

SUBJECT: IRB FEES

STANDARD: PATIENT RIGHTS AND ORGANIZATION ETHICS **EFFECTIVE:** 03/09

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, or research supported by grants from non-profit foundations or organizations.

Specific Policies

Fee Structure

The DMH IRB fees range based on the type of submission and how the contract is written. It is possible on rare occasion to have the IRB fees fall outside of the ranges listed below because of the contract.

Initial Review: \$1,500 to \$2,250

Continuing Review: \$250 to \$625

Amendment: \$150 to \$300

Close Out Visits: Up to \$300

Budget Preparation

The Director of Clinical Research shall negotiate the IRB fees. The fees shall be documented in the contract.

Invoicing and Collection

The Financial Manager 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.

The Financial Manager shall also generate any past-due notices, followed by verbal communication to the company.

Deposits and Accounting

The Financial Manager in Clinical Research shall maintain a current accounting of review fees invoiced and fees collected on behalf of the IRB.

The Financial Manager shall maintain deposit records for the IRB fees.

APPLICABLE TO:

These policies and procedures apply to all investigators who utilize the DMH IRB as the IRB of record.

RESPONSIBILITY:

The Director of Clinical Research is responsible for the management and conduct of the IRB review fee policy and procedures, assuring compliance with DMH guidelines.

The Financial Manager in Clinical Research is responsible for the appropriate invoicing, collection, and accounting of the IRB fees charged to sponsors.

APPROVED BY:

President and CEO