

	Subject: HARTFORD HOSPITAL POLICY ON Sponsored Research Invoicing and Payments	
Policy Level: Policy Number:	Original Date: July 29, 2011 Revision Date(s) October 1, 2013	Approved By:  <hr/> Lenworth Jacobs, M.D. VP, Academic Affairs & Chief Academic Officer

Purpose:

To establish procedures for invoicing expenses and/or milestones consistent with research agreements and payment terms related to sponsored research studies administered by Hartford Hospital (HH).

Scope:

This policy applies to all sponsored research projects except those funded by Foundation, Federal, or State agencies.

Policy:

Sponsored research invoices submitted for reimbursement must be processed through HH Research Institute – Grants and Contracts. Invoices will be based on actual expenses posted to the financial accounting system or completion of milestones specified in the sponsor contract. Sponsors will be billed using the HH Research Institute invoice template unless sponsor guidelines or the terms of the contract state otherwise.

Responsibilities:

The Investigator is ultimately responsible for the financial management of his/her research project accounts in accordance with sponsor and HH requirements.

Grants and Contracts is responsible for assisting Investigators with financial management of research projects for compliance with sponsor terms and HH requirements.

Procedures:

Invoicing

1. The Investigator will identify study-related expenses and milestones, including any pass-through costs (e.g. screen failures) that can be invoiced to the sponsor.
2. The Investigator must notify Grants and Contracts by completing and forwarding an *Invoice Notification Form* to GCresearch@hhchealth.org to request payment from the sponsor.
3. Grants and Contracts will:
 - Monitor all study expenses and milestones invoices based upon receipt of *Invoice Notification Form* from the Investigator.
 - Monitor the status of outstanding invoice payments and consult with the Investigator as needed.
 - Generate an invoice summary report on a monthly basis detailing all outstanding invoices and payments received. Reports will be forwarded to the Investigator.

Receipt of Payment

Grants and Contracts will direct Sponsors to send payments to the Research Institute. If payments are received by the Investigator, they must be forwarded to Grants & Contracts for processing. Grants & Contracts will ensure that all sponsor payments are reviewed, identified and deposited into the appropriate research account. Deposit of sponsor payments by persons other than Grants & Contracts personnel is not permitted.

Additional Items to Invoice

If applicable, Grants & Contracts will invoice for items outlined within the research agreement that are in addition to the research study budget. These may include application submission fees, start-up costs, travel expenses, pharmacy fees and amendment fees.

Final Reconciliation

When all invoice payments have been received from the sponsor, Grants & Contracts will generate a final invoice summary report and forward it to the Investigator. It is the Investigator's responsibility to review the report and notify Grants & Contracts of any discrepancies or concerns.

Definitions:

Investigator - the project director or Principal Investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research.

Sponsor – An entity, such as a pharmaceutical or device company, private organization, academic institution, or government agency that initiates, manages, or finances a research project conducted at HH.

Attachments:

- A. Invoice Notification Form

Related Policies:

Research Account Management Policy



Attachment A

Hartford Hospital Research Institute - Invoice Notification Form

Email Completed form to:
GCresearch@hhchealth.org
 Please call 860 545-4592 with questions.

Study Title	Date
Account Number	Protocol Number
Requested By	PO Number
Principal Investigator

	Short Description of work completed Will be added to Invoice	\$ Amount to invoice	Other Comments
Item 1			
Item 2			
Item 3			

Important Note: Sending form to Gcresearch@harthosp.org will verify approval from PI to invoice sponsor.