



# Boston VA Research Institute, Inc.

**Date:** 05/24/2012

SPONSORED PROGRAMS ADMINISTRATION

**POLICY NO. 12-27**

## **TITLE OF POLICY:**

COMMITTEE FEE POLICY

### **1.0 PURPOSE**

The intent of this policy is to standardize the fees charged to offset costs of required committee actions for research at the VA Boston Healthcare System.

### **2.0 SCOPE**

This policy applies to all non-Federally funded research at the Boston VA Research Institute, Inc.

### **3.0 POLICY**

BVARI shall now charge all industry research studies requiring the VA Boston Healthcare System's Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) prior approval. The initial IRB review of the protocol and informed consent fee of \$1,700.00 shall be charged to the industry sponsored. A fee of \$700.00 for IRB approval on amendment and/or continuing review of the research project shall also be paid by the Sponsor. The IACUC fee shall be \$1200. BVARI shall send an invoice reflecting the aforementioned to the sponsor. IRB and IAUCUC fees shall not be assessed on federally funded studies.

### **4.0 DEFINITIONS**

### **5.0 RESPONSIBILITIES**

5.1 BVARI Board of Directors: The BVARI Board of Directors is responsible for the overall policy, planning, and coordination of all BVARI activities within the VA Boston Healthcare System.

5.2 CEO: The BVARI CEO is responsible for developing, administering, and coordinating a business process that provides optimal internal controls for BVARI.

5.3 DIRECTOR OF SPONSORED PROGRAMS ADMINISTRATION: BVARI's Department Director is responsible for ensuring that the BVARI employees follow the policies defined in the policy.

5.4 DIRECTOR OF FINANCE: BVARI's Department Director is responsible for the accurate and timely billing of fees as outlined in this policy.

## 6.0 PROCEDURES

Sponsors, and specifically pharmaceutical companies, consider payments for the appropriate VA Boston Healthcare System's compliance committee's approval to appear as a separate line item in the budget for the project. The IRB and IACUC fees are assessed whether or not a study is approved or the project is commenced. Continuing and/or amendment fees shall be billed as incurred and shall be paid even if they are not approved.

## 7.0 RELATED DOCUMENTS:

## 8.0 REVISION HISTORY

Revision Letter	Author	Revision Date	Description of Changes
A	Jeffrey Burd	03/27/2012	Original policy
B			

**REASON FOR ISSUE:**

**SUMMARY OF CHANGES:**

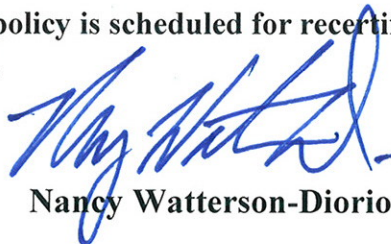
**RELATED DOCUMENTS:**

**RESPONSIBLE OFFICER:**

Director of Sponsored Programs Administration

**RECISSION:**

**RECERTIFICATION:** This policy is scheduled for recertification on or before the last working day of May, 2015.



**Nancy Watterson-Diorio**

**Chief Executive Officer**

**DISTRIBUTION**

Board of Directors, Date:

FLD: Sharepoint Server \_\_\_\_\_ E-mailed \_\_\_\_\_ to:

BVARI Staff, Stakeholders