

Billing Procedure:

UMDNJ researchers submitting to WIRB, whether initial applications, continuing review applications and/or modifications of human subjects research must indicate the name and address of the sponsor or the investigator in the “Billing Information” section of the WIRB submission form, in accordance with the Clinical Trial Agreement or study contract. This information will make clear to WIRB who will be responsible for paying the WIRB fees and whom WIRB should bill. If the CTA or study contract indicates that the sponsor will only reimburse the investigator for WIRB reviews, instead of the sponsor paying WIRB directly, the researcher **must** establish a purchase order payable to WIRB. The investigator must provide the number and mailing address to UMDNJ-Accounts Payable in the “Billing Information” section of the WIRB submission form. This ensures that WIRB invoices will be paid as required by UMDNJ accounting policy. The UMDNJ Human Subjects Protection Program (HSPP) does not pay WIRB fees.

In addition to the WIRB invoice, a one-time HSPP administrative submission service fee of \$750 is charged for initial applications. Sponsors will be billed separately for this charge by the HSPP staff. If the sponsor will only reimburse the investigator for WIRB-related expenses, the researcher must identify who will receive the invoice in the “Billing Information” section of the UMDNJ Application for Review by WIRB. The HSPP invoice will be forwarded to the individual responsible for processing payment through a Banner Index number.