

## TEMPLATE INSTRUCTIONS

### **INDUSTRY WORKSHEET**

The Industry Worksheet tab is used for budgeting for industry sponsored clinical trial studies. This template can be customized by inserting or deleting rows and columns as needed.

Note: all cells with figures that are highlighted in pink include formulas. Please do not type over these cells so as not to override the formulas. You may wish to copy and paste these formulas if you insert rows.

1. Obtain the pricing for all Research activity and include under the "Cost" and "Unit Cost" boxes for each budgetary line item.
2. Use the Time & Effort Tab to calculate PI, study team time and salary expense for Administrative protocol Activities. Refer to the instructions below.
3. Using the protocol schedule of events or a flow chart of study procedures and the HRBAF (Human Research Billing Analysis Form), insert the appropriate study visits/intervals in the Study Time-line row of the spreadsheet.
4. Complete the per patient study budget by inserting the pricing for each line item at the correct interval in the timeline.

### **TIME AND EFFORT WORKSHEET**

The Time and Effort Sheet can be customized by inserting or deleting rows as needed. This spreadsheet is divided into two sections, Part A and Part B. Part A summarizes administrative activity. It displays what personnel performs particular activities and the time and effort required. Use Part B to determine personnel salary and hourly rates. Note: all cells with figures that are highlighted in pink include formulas. Please do not type over these cells so as not to override the formulas. You may wish to copy and paste these formulas if you insert rows.

#### **Part A**

1. Fill out the information for each line item indicating who performs the activity. As an example, Principal Investigator, Research Nurse and Coordinator have been entered.
2. Enter the industry average or actual hourly rate for personnel. (Obtain from sections I and II of Part B). Insert the rate used under "Unit Cost" for administrative activity in Industry Worksheet.
3. Enter the number of hours needed to accomplish each activity.

#### **Part B - Salary Assumptions**

1. If actual personnel salary is not known, use Industry average hourly rate assumptions. These are current rates (inclusive of fringe benefits) used by Industry sponsors on clinical trial studies.
2. Alternatively, use actual salary figures if actual WCMC Institutional Base salary is known. Enter the Institutional Base salary. All other figures will calculate automatically.

**This document is meant to aide in the process of conducting a clinical trial and its usage is not required, for it is not part of the formal procedure conducted at WCMC.**