

SOP: 306
IRB FEES

1. POLICY

The IRB at the Health Sciences Center (OUHSC) charges an IRB application fee to industry sponsored human research projects. The Norman Campus does not charge an IRB application fee at this time.

Specific Policies

- 1.1 Fee Structure
The OUHSC IRB shall charge a one-time, non-refundable application fee of \$2,000 to all industry sponsored human research projects. This fee does not apply to federally funded research, investigator initiated research, or research supported by grants from non-profit foundations or organizations.
- 1.2 Budget Preparation
The investigator or Office of Research Administrator, as appropriate, shall include the IRB review fee as a separate line item in all industry sponsored budgets or payment schedules. The investigator also may negotiate a separate budget line item for IRB preparation and submission.
- 1.3 Invoicing and Collection
 - 1.3.1 Upon receipt of an IRB application, the OUHSC IRB shall generate and send an invoice to the sponsor for each industry-sponsored human research project. Payment is due upon receipt of invoice..
 - 1.3.2 The IRB shall send past due notices to the sponsor for payments not received within 45 days of the invoice followed by a letter of collection for payments not received within 60 days.
- 1.4 Deposits and Accounting
 - 1.4.1 The IRB Administrative Secretary shall maintain a current accounting of IRB application fees invoiced and fees collected in the IRB Office.
 - 1.4.2 The IRB makes deposits with the OUHSC Bursar's Office according to OUHSC Institutional Policy. The IRB Administrative Secretary shall maintain deposit records in the IRB Office.

2. SCOPE

These policies and procedures apply to all Investigators who utilize the OUHSC IRB as the IRB of record.

3. RESPONSIBILITY

The HRPP Director is responsible for the management and conduct of the IRB application fee policy and procedures assuring compliance with Institutional guidelines.

The IRB Staff Assistant is responsible for the appropriate invoicing, collection, and accounting of IRB application fees charged to industry sponsors. The IRB Administrative Secretary is responsible for making deposits of fee payments within 24 hours of receipt with the OUHSC Bursar's Office.