



**Procedure Name:** Compensation Procedures  
**Effective Date:** March 22, 2010  
**Revision:** 01  
**Initiating Department:** Office of Clinical Trials  
**Procedure Number:** OCT-002  
**Application:** Fiscal Management  
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**OBJECTIVE:**

The objective of this procedure is two-fold: (1), to reimburse medical divisions or departments for the time Principal Investigators (PIs) spend on clinical studies as opposed to seeing patients and (2), to reimburse medical divisions or departments for the salaries and benefits paid to clinical coordinators (e.g. Clinical Research Coordinators (CRCs), Clinical Research Associates (CRAs), Clinical Study Administrative Coordinators (CSACs, or other employees performing the duties of a clinical coordinator).

**REFERENCES:**

|   |                                   |
|---|-----------------------------------|
| <b>Policies of UNTHSC, Section 10.101</b> | Chapter 10 – Fiscal Management    |
| <b>UNTHSC Fiscal Manual</b>               | Division of Finance Fiscal Manual |

**BACKGROUND:**

Each medical department and/or division has an established special discretionary identification number (DeptID) through the Enterprise Information System (EIS) for the receipt of clinical trial funds.

**SCOPE:**

This procedure applies to all clinical trial protocols.

**RESPONSIBILITY:**

This procedure will be executed by the Office of Clinical Trials (OCT) Financial Manager with the supervision and approval of the Director of Clinical Trials.

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**PROCEDURES:**

- a) PI compensation will accrue at \$400.00 per hour. Coordinator compensation will accrue at \$50.00 per hour. The time PIs and coordinators devote to each study will be tracked in Study Manager to the nearest quarter-hour.
- b) Within 10 business days after the end of each quarter the Financial Manager will produce a provider report from Study Manager for each PI and coordinator. The report will show the total compensation earned by the PIs and coordinators during the previous quarter on all of their projects.
- c) After reviewing the provider report for accuracy, the Financial Manager will prepare journal entries to transfer compensation costs from each study to the discretionary DeptID of each department or division.
- d) No later than the business day following the transfer, the Financial Manager will email a copy of each provider's report to that individual.
- e) Finally, at the end of each study, the residual cash balance will be transferred to that department's or division's Clinical Trial Fund DeptID.

**REVISION HISTORY**

| Rev | DCO    | Description of Change  | Approved by            |
|-----|--------|--|------------------------|
| 1   | 10-102 | Replacement of "policy" with "procedure";<br>addition of references and change history | Michael V.W. Bergamini |

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