

Joint Clinical Trials Office (JCTO)

Clinical Trial Budget and Payment Terms Central Financial Review Guide

<p>1. Indirect Cost:</p> <ul style="list-style-type: none"> a. Verify the indirect cost rate is consistent with institutional policy: <ul style="list-style-type: none"> i. 33% Clinical Trial Agreements (Industry) ii. 69.5% Service Agreements iii. 69.5% All other industry sponsored research iv. % Varies: Foundation studies require a written policy or public link to rate 	<input type="checkbox"/>
<p>2. Institutional Fees:</p> <ul style="list-style-type: none"> a. Verify per JCTO website: http://jcto.weill.cornell.edu/investigators/finance/budget-development 	<input type="checkbox"/>
<p>3. Sponsor Cap on Number of Occurrences of Contracted Items:</p> <ul style="list-style-type: none"> a. Review for sponsor placing caps on the No. of occurrences of contracted items including such items as: <ul style="list-style-type: none"> i. IRB – Continuing Renewal and Amendments ii. Screen-failures iii. Re-consenting iv. Re-screening 	<input type="checkbox"/>
<p>4. Payment Mechanism:</p> <ul style="list-style-type: none"> a. Verify that the payment schedule includes one of the commonly used payment terms: <ul style="list-style-type: none"> i. Invoice or automatic payment based on CRF completion/monitoring ii. Invoice or automatic payment based on milestones 	<input type="checkbox"/>
<p>5. Subject Compensation:</p> <ul style="list-style-type: none"> a. Verify whether subject compensation is provided and appropriately included in the study budget. Details about subject compensation can be found at: https://jcto.weill.cornell.edu/investigators/study-activation-and-conduct/subject-compensation-options 	<input type="checkbox"/>
<p>6. Payment Withholding Amount:</p> <ul style="list-style-type: none"> a. Encourage minimization of withholding amount to 10% or less. 	<input type="checkbox"/>
<p>7. The JCTO Finance team will review other items including the following:</p> <ul style="list-style-type: none"> a. Net payment terms b. Payment of wire and/or electronic transfer fees c. CRO payment and contact information 	<input type="checkbox"/>
<p>8. Payment Address:</p> <ul style="list-style-type: none"> a. Verify the payment schedule includes the JCTO payment address and contact information on the JCTO website at: http://jcto.weill.cornell.edu/investigators/study-activation-and-conduct/institutional-information b. JCTO Central contact information: <ul style="list-style-type: none"> Phone No.: (646) 962-8215 Email: jctofinance@med.cornell.edu 	<input type="checkbox"/>