### Clinical Trial Budget and Payment Terms Central Financial Review Guide

1. **Indirect Cost:**
   - Verify the indirect cost rate is consistent with institutional policy:
     - i. 35% 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

2. **Institutional Fees:**
   - Verify per JCTO website: [http://jcto.weill.cornell.edu/investigators/finance/budget-development](http://jcto.weill.cornell.edu/investigators/finance/budget-development)

3. **Sponsor Cap on Number of Occurrences of Contracted Items:**
   - Review for sponsor placing caps on the No. of occurrences of contracted items including such items as:
     - i. IRB – Continuing Renewal and Amendments
     - ii. Screen-failures
     - iii. Re-consenting
     - iv. Re-screening

4. **Payment Mechanism:**
   - Verify that the payment schedule includes one of the commonly used payment terms:
     - i. Invoice or automatic payment based on CRF completion/monitoring
     - ii. Invoice or automatic payment based on milestones

5. **Subject Compensation:**
   - 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](https://jcto.weill.cornell.edu/investigators/study-activation-and-conduct/subject-compensation-options)

6. **Payment Withholding Amount:**
   - Encourage minimization of withholding amount to 10% or less.

7. **The JCTO Finance team will review other items including the following:**
   - a. Net payment terms
   - b. Payment of wire and/or electronic transfer fees
   - c. CRO payment and contact information

8. **Payment Address:**
   - 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](http://jcto.weill.cornell.edu/investigators/study-activation-and-conduct/institutional-information)
   - JCTO Central contact information:
     - Phone No.: (646) 962-8215
     - Email: jctofinance@med.cornell.edu