



Policy Statement

To ensure that costs related to clinical studies performed at Loyola University Chicago are properly charged according to protocol. The policies and procedures are to ensure compliance with federal cost principles, consistency in accounting and costing practices, and flexibility to meet the uniqueness of clinical studies.

Introduction

The purpose of the Central Clinical Trial (CCT) accounting uniting unit is to administer the Clinical Trial Research Nurse, Data Manager and Research Associate's salary related to the various non-federal Clinical Trials in a central accounting uniting unit. The clinical trials will be assessed a CCT charge for salaries with the offset going the CCT accounting uniting unit. This assessment will occur only after the funds are received from the funding agency. The assessment is based on the Clinical Trial's budget per patient. For example, Clinical Trial A receives \$5,000 of which \$2,000 is for the salaries and fringe benefits of the Clinical Trial Research Nurse. A journal entry will be created to debit the Clinical Trial and credit the CCT Grant-Deposit Accounting unit for the \$2,000. The \$2,000 will then be appropriated to the CCT Cost Center Accounting unit.

The other purpose of the CCT accounting unit is to provide an accounting unit to accumulate the administration fee payments received from the Clinical Trials. The administration fees enable the departments to purchase supplies and accomplish training related to the Clinical Trial.

Policy

The Central Clinical Trial accounting units are used in situations where a department has more than two non-federal Clinical Trials and Clinical Trial Personnel to administer. Clinical Trial Research Nurse, Data Manager and Research Associate's salaries, fringe benefits and administration fees will be charged to the CCT accounting unit. The department is responsible for determining the transfer between the CCT accounting units and the Clinical Trial. The non-federal CCT transfers are exempt from Loyola University's 90 day cost transfer policy. However, the transfers should be made within a reasonable amount of time. **The CCT accounting unit is prohibited from charging federal or federal follow-through clinical trial and grant accounting units.**

The administration fees received from the Clinical Trial agency will be accumulated in the CCT accounting unit. The use of the funds must be consistent with Loyola University's policies and procedures.



Procedures

1. Formal request for a CCT accounting unit must be submitted to Sponsored Program Accounting.
2. Sponsored Program Accounting will set up the Accounting Unit notify the department. The department is responsible for the submission of Employee Information Forms and other pertinent documents.
3. The department will be responsible for determining the amount of each transfer and maintaining the records related to the transfers.
4. The department is responsible for the transfer of funds from the various Clinical Trial accounting units. The department will use Standard Journal number SJ0218 to transfer funds from the Clinical Trial accounting unit to the CCT accounting unit. A copy of the online Standard Journal form is located at <http://www.luc.edu/finance/forms.shtml>. The department will debit the Clinical Trial accounting unit object code 6252 and credit the CCT Grant - Deposit Account 2225. The journal line description should indicate the type of service and accounting unit CCT accounting unit transferred to. **Once the journal is completed, send the journal to Sponsored Program Accounting uniting for approval.** See example entry:

5XXXXX - 6252 to: 5XXXXX - CCT Accounting unit	\$1,000.00	
5XXXXX - 2225	Fr: 5XXXXX	(\$1,000.00)

5. Sponsored Program Accounting will be responsible for the appropriation of the funds to the CCT's budget.
6. All administration fee payments related to a department's Clinical Trial accounting unit will be appropriated into the CCT cost center. The appropriation can be allocated to non-salary object codes 6XXXX.