



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

School of Medicine

Research Administration

Quarterly Meeting

December 2015

Today's Topics

- Proposal Submission Reminders/Updates
- Payment of VCUHS invoices
- VCUHS Employee Form
- Investigations Pharmacy policy updates
- Cost share accounting reminders

Proposal Submission Reminders

- **Required documents for is Clinical Research/Clinical Trials:**
 - [Coverage Analysis Screening Form](#)
 - [Compliance Documentation Checklist](#)
- Coverage Analysis Screening Form must be signed by the PI
 - School signature required for all Industry CTs and other projects going directly to award stage.
 - Hold on school signature for proposals pending funding decision.
- Signed [Cost Share Forms](#) are only required for faculty listed on the proposal that reside outside of the Fiscally Responsible Unit.
- Fellowship application “hands on” training will be coming in Feb 2016.
 - These sessions will be geared directly to the students and not research administrators. More details to come after winter break.

RAMS-SPOT Reminders

- There is no way to grant access on a proposal by proposal basis.
- Temporary access can be given, but it will be for the entire department.
- SPOT access should be requested by the Dept Administrator. Submit requests to: SOMPROPOSALS@vcuhealth.org
- Termination of access should also come from the Dept Admin for employees leaving a department, or if access was granted temporarily.
- When changes are requested be sure to hit the SUBMIT CHANGES button to route the proposal back into the review queue. Otherwise the approval cannot occur in the system.

Payment of VCU Health invoices

Focus: Paying VCU Health for clinical services, test, procedures associated with a clinical study.



Ancillary service agreements

- Serve as the agreement reached between the department and VCU Health for services associated with a clinical study.
- Agreements are finalized prior to initiating services with VCU Health.
- Ancillary agreements must be retained in department project records.

VCU Office of Procurement Guidance:

[Make a Purchase of \\$10,000 or Less](#)

[Make a Purchase over \\$10,000](#)

Payment of VCU Health invoices

We typically pay either or quite often both VCUHS – hospital, and MCVP for any given clinical research procedure.

- **VCUHS – Hospital** – Exempt from competitive procedures, government to government exemption
eVA POs to pay Hospital invoices: “X02” in eVA
- **MCVP** – exempt from competitive procedures under exemption for medical or health care services
eVA POs to pay MCVP invoices: “X02” in eVA

<https://procurement.vcu.edu/i-want-to/use-eva/view-exemptions-list/>

Payment of VCUHS invoices

Mechanics of the purchase order-

- **The PO should have one line for each invoice you are paying**
- **Each line should include:**
 1. Invoice number (referred to as patient visit or account number on the invoices)
 2. Date of service
 3. Patient initials (NO full name)
- **POs 10k and under** - Retain back up documentation at department level
- **POs over 10k** – Attach the following to the eVA requisition:
 1. Ancillary service agreements
 2. Copies of the invoices to be paid – notate amount you are actually paying if it differs from the amount on the invoice

Payment of VCUHS invoices

Where do I find the invoice number?

For the Hospital

- Nine digit number
- Starts with 16 or an 80
- Top of the invoice

VCU HEALTH SYSTEM		Gr. PAT. CHGT. #	163982069-7/2	
P.O. BOX 758997		6. MED. RES.		
OBALTIMORE	MD 21275	6. FED. TAX NO.	6. STATEMENT COVERS PERIOD FROM	7. THROUGH
		541848065	080213	080213
To PATIENT ADDRESS				

For MCVP

- Item #26 on their invoice
- Bottom of the invoice

						NPI			
26. PATIENT'S ACCOUNT NO.		27. ACCEPT ASSIGNMENT? (For govt. claims, see back)		28. TOTAL CHARGE		29. AMOUNT PAID		30. Rsvd for NUCC Use	
24612016		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$ 3470.20		\$ 0.00			
32. SERVICE FACILITY LOCATION INFORMATION				33. BILLING PROVIDER INFO & PH#					
VIRGINIA COMMONWEALTH UNI 1250 E MARSHALL ST RICHMOND, VA 232985051				(804) 358-6100 MCV ASSOCIATED PHYSICIANS P O BOX 91734 RICHMOND, VA 23291-1734					
a. 1437175734		b.		a. 1710959457		b.			

Payment of VCUHS invoices

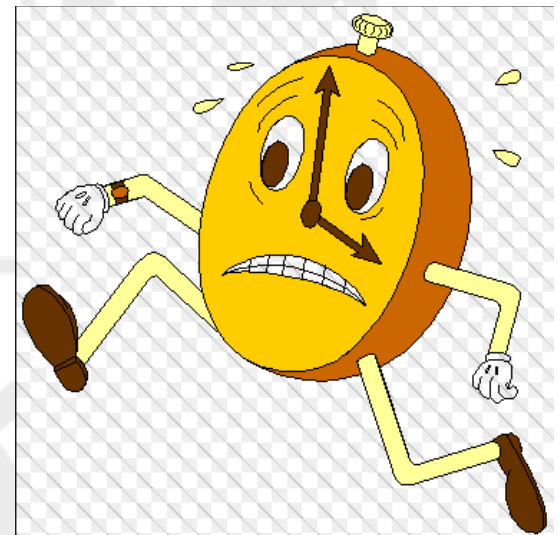
Prompt payment !

- We have a historical problem of taking large amounts of time to pay VCU Health invoices
- Make sure your area has a process to ensure prompt payment:
 - Verify invoices received should be paid by study
 - Create eVA PO to pay invoices
 - Approve PO at department level
 - Approve at Procurement (if > 10k, need back up)
 - **Receive in Banner**

GOAL - COMPLETE THIS WITHIN 2 WEEKS !

- Accounts Payable will issue payment net 30 days from when it reaches their office.

VCU Health needs their money!



Payment of VCUHS invoices

- Typically, for VCU Health invoices related to clinical studies, we are not creating purchase orders until after services are rendered and an invoice is received.
- This is different from normal practice.
- The ancillary service agreements for studies serve as your back up documentation that there was a prior agreement for the types and costs of various services to be rendered.
- Consult the Office of Procurement for any specific questions you have about the procurement process at VCU.

VCUHS Employee Form

When do I need to include this form with my RAMS-SPOT submission?

- Hospital or MCVP employees that will be budgeted as a contractual service provider in the study budget.
- All salary/fringe cost for VCU Health is in a contractual service line in the budget.
- The hospital will be reimbursed through a CERSA agreement, set up after a study is awarded.



VCUHS Employee Form

When do I NOT need the form?

VCU Clinical Faculty that are 100% paid by MCVP
and
are being budgeted as personnel in the proposal.

- The PI Eligibility form is required if the faculty member will be the study PI.
- SOM requires departments to confirm at the proposal stage they commit to a contractual shift from MCVP to VCU if an award is made.



VCUHS Employee Form

Updated version is coming and will replace the current version on the OSP website.

Purpose statement to be added to the effect of:

- Form is to be utilized for VCU Health employees expected to provide specialized services in support of a VCU sponsored project
- VCU Health will be considered a contractual service provider.
- MCVP personnel should consult the SOM Office of Research Administration before proceeding: somproposals@vcu.org

Don't fill out more forms than you need to!!

Who signs:

- Linda Pearson – hospital employees
- Julie Liston – MCVP employees (as needed)

Investigational Pharmacy Reminder

Effective January 5, 2016:

- All drug studies must utilize the Investigational Drug Service (IDS) for drug dispensing and accountability
- Minor exceptions if utilization is not logistically feasible (off-site locations where VCU Medical Center pharmacy is not available)
- **All budgets for drug studies should be including quotes for Investigational Pharmacy unless there is an IDS approved Drug Management Plan.**



Investigational Pharmacy Reminder

See the following resources for more info:

IRB Blog - “Outpatient study drug management changes”:

<http://wp.vcu.edu/humanresearch/>

Investigational Pharmacy website:

<https://investigationaldrugs.vcu.edu//investigator/index.html>

Cost Share Accounting - Reminders

Salary cap cost share

- Establish cost share index, linked to the award Grant ID.
- Can use one cost share index for the life of the competitive segment of the award

Mandatory Cost Share or Match

- Cost share indexes established based on reporting requirements
- If grant gets a new index each year, a new cost share index should be created each year

Wrap-Up



The office holiday party is a great place to meet everyone you've been emailing from 10 feet away.

som^{ee}cards



Proposal questions:

SOMPROPOSALS@vcuhealth.org

Research Administration questions:

SOMRESADMIN@vcuhealth.org

For assistance with Clinical Studies:

SOMCT@vcuhealth.org

SOM Research Administration:

go.vcu.edu/SOMResAdmin

SOM Clinical Research Administration:

go.vcu.edu/SOMClinRes