



## “Taking the Mystery out of Clinical Research Finances”

The most complex aspect of studies may not be the research, it may be the finances! **The Office of Clinical Investigative Services** and the **Office of Human Research Protection** are pleased to sponsor a financial training series for clinical research staff. The goal of this hands-on-series is to increase participants' abilities to analyze a study contract and budget, develop a realistic budget and financially manage a clinical research study. Additional sessions will be held on scheduling study procedures and billing insurance. **Sessions will be limited to the first 15 participants.**

**Registration:** email [OCIS@mcg.edu](mailto:OCIS@mcg.edu) to register for the sessions of your choice.

### **Please list your**

Name

Title

Department

Office phone number

Session title(s)

Session date(s)

### **A Study Budget: How to Create One with Which You Can Live**

June 12<sup>th</sup> 8:30 a.m. – 11:30 am

CA 2109 Conference Room

This session will take participants through the basic steps of developing a study budget that captures all of the costs involved with doing a study. Participants will review a study protocol, contract, sponsor's budget and informed consent document. We will then create a budget that shows the actual cost of doing the study. The fun begins when comparing the sponsor's budget to the actual costs. There will be lots of practical tips on how to negotiate the best possible budget for your site.

### **Clinical Research Scheduling and Billing**

July 28<sup>th</sup> 9:45 a.m. – 11:15 a.m.

CA 2109 Conference Room

How do I schedule a study patient for a hospital procedure? What can I do to be sure a procedure is billed to the study and not the patient's insurance? What do I do if my study or a patient gets a wrong bill? My study is ready to close and I haven't received any hospital bills – what should I do? Discover the answers to all of these questions and more. (MCG HI Patient Accounting will be assisting with this session.)

## **Billing Insurance: What You Can Do, What You Can't Do, and What Depends**

**August 18<sup>th</sup> 8:45 a.m. to 10:30 a.m.**

**CA 2109 Conference Room**

Learn how to develop an accurate study billing grid. Understand what information needs to be in the informed consent. Get a grasp on the entire billing grid submission process and gain tips on how to speed up the approval process. MCG HI Patient Accounting will be assisting with this session. (It is recommended that participants have completed the Study Budget session or have experience in preparing a study budget before taking this session.)

## **Taking the Mystery out of an OCIS Review**

**September 22<sup>nd</sup> 9:45 a.m. to 11:00 a.m.**

**CA 2109 Conference Room**

Ever wonder what takes place when your study documents "hit" the Review Office? OCIS reviewers and staff will show you what they look for in the different study components: study feasibility, contract, budget, and IRB submission. You'll also get some helpful tips on how to make your review a "smooth ride", and have the opportunity to talk informally with the Review Office staff.

## **How to Financially Manage your Studies**

**October 28<sup>th</sup> 9:45 a.m. – 11:00 a.m.**

**CA 2109 Conference Room**

Financially managing studies is part science, part art and a lot of work! Participants will learn how to set-up study financial files and organize financial documents. Learn how to invoice sponsors, track revenue and expenses and be sure you are getting everything due to your site. Find out what reports PeopleSoft can generate and how you can translate that information into a monthly statement that your PI can understand. Learn the ins and outs on the different ways that MCG study subjects can be reimbursed. Sponsored Program Administration will be assisting with this session.