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**MEMORANDUM**

Date: January 1, 2018

To: School of Medicine & Public Health Department Chairs

From: Marc K. Drezner, MD *MD.*  
Senior Associate Dean for Clinical & Translational Research

Re: Billing Structure for Commercial Institutional Review Boards

In 2008, the Health Sciences IRBs Office worked with SMPH leadership and others to provide study teams conducting industry-generated and sponsored research with a streamlined option for IRB review, which was to contract with Western IRB to oversee those studies. This arrangement worked well for the study teams for the last 10 years. However, industry sponsors are requesting use of specific commercial IRBs (aka independent IRBs) beyond Western IRB. To ensure our research teams can accommodate sponsor expectations and participate in a wide range of studies, the UW-Madison entered into contracts with three additional commercial IRBs commonly requested by industry.

Although the number of commercial IRBs available to UW-Madison research teams has expanded, the fee schedule and billing process for any commercial IRB will be the same as what has been used for Western IRB since August 2015. The current billing process for WIRB, which will apply to all commercial IRBs with which UW-Madison has contracts, includes the following components:

- Direct sponsor billing from the commercial IRB
- Billing will be based on the Fee Schedule the commercial IRB has in effect at the time of the submission (or according to a fiscal agreement that the sponsor may have with that IRB)
- A one-time UW-Madison Institutional Compliance Review Fee of \$1,500 for each study submitted to a commercial IRB. Study teams will be invoiced for this charge and should include the amount for this service in the sponsor study budget. The Compliance Review Fee is consistent with what peer institutions charge and covers the costs incurred by Health Sciences IRBs Office to ensure compliance with institutional requirements for human subjects research and provide any applicable local considerations information to the reviewing IRB that could affect the review or implementation of the study.

The fee schedule for using commercial IRBs for industry-sponsored studies is outlined in the table below.

Type of Submission	Combined Fees for Commercial Institutional Review Boards Reviews Effective as of January 1, 2018		
	Commercial IRB fee	<b><u>PLUS</u></b>	UW Institutional Compliance Review Fee
Initial Review	Per current fee schedule	<b><u>PLUS</u></b>	\$1500
Continuing Review	Per current fee schedule	<b><u>PLUS</u></b>	\$0
Change of Protocol, including changes in Principal Investigators	Per current fee schedule	<b><u>PLUS</u></b>	\$0
Other IRB reviews and services	Per current fee schedule	<b><u>PLUS</u></b>	\$0

If you have any questions about the fee schedule, feel free to contact me.