



MEMORANDUM

Date: August 7, 2015

To: School of Medicine & Public Health Department Chairs

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

Re: Changes in Billing Structure for Western Institutional Review Board (and Other Commercial IRBs)

The purpose of this memorandum is to replace the IRB fee schedule that was issued on July 1, 2008 pursuant to the use of the Western Institutional Review Board (WIRB). Changes in fee structure for the use of a UW Health Sciences IRB are available in a separate memorandum dated August 7, 2015. The July 1, 2008 fee schedule is available for your comparison at <https://kb.wisc.edu/images/group78/shared/HSIRBsFeePolicy7-1-2008.pdf>.

With the implementation of WIRB review of industry-sponsored studies at the UW, a parallel fee structure for internal and external IRB review was established. Further, invoices for studies sent to WIRB were paid centrally by the School of Medicine & Public Health (SMPH) and then study teams were invoiced for these charges. Based on feedback from study teams and efforts to further streamline research review processes, we will implement the following changes **effective September 1, 2015**:

- 1) For all new studies submitted to WIRB, industry sponsors will receive direct billing for reviews performed, pursuant to the WIRB Fee Schedule that is in effect at the time of submission (or according to a fiscal agreement that the sponsor may have with WIRB).
- 2) A UW Institutional Compliance Review fee of \$1,500 will also be charged for the initial review of each study submitted to WIRB, which will cover the review costs incurred by Health Sciences IRBs Office to ensure compliance with institutional requirements for human subjects research. Study teams will be invoiced for this charge and the amount for this service should be included in the sponsor study budget. The UW Compliance Review Fee is consistent with that charged by UW peer institutions.
- 3) For all studies submitted to WIRB on or after September 1, 2015, UW researchers must indicate the name and address of the Sponsor in the "Billing Information" section of the WIRB submission form. This information will alert WIRB to the industry partner that will pay WIRB fees. The WIRB Billing Verification form also must be completed and submitted in conjunction with other initial review documents.

The following table summarizes the new fees.

Table 1. Fees for Western IRB review

Type of Submission	Combined Fees for WIRB Reviews Effective as of September 1, 2015		
	WIRB fee	<u>PLUS</u>	UW Institutional Compliance Review Fee
Initial Review	Per WIRB fee schedule	<u>PLUS</u>	\$1500
Continuing Review	Per WIRB fee schedule	<u>PLUS</u>	\$0
Change of Protocol, including changes in Principal Investigators	Per WIRB fee schedule	<u>PLUS</u>	\$0
Other WIRB reviews and services	Per WIRB fee schedule	<u>PLUS</u>	\$0

If a research group would also like to change to a direct billing process for existing WIRB-reviewed studies, we urge them to contact their sponsor(s) and work with UW Research and Sponsored Programs (RSP) to amend language in their contract(s) regarding IRB billing.

If you have any questions, feel free to contact me.