



## Guidelines for Payment of CHREB Administration Fee for Industry Sponsored Research

1. The Requestor should complete all sections of the Invoice Request Form to invoice the **industry sponsor** for ethics administration fees.
2. The Invoice Request Form is found at [https://www.ucalgary.ca/finance/files/finance/fo-ar-invoice-request-form\\_0.pdf](https://www.ucalgary.ca/finance/files/finance/fo-ar-invoice-request-form_0.pdf)
3. If the request is to pay the “ethics administration fees”, it is not necessary to complete section 2.
4. In section 4 under “Purpose of Invoice” the following information must be entered:
  - a. PI name
  - b. Project title
  - c. “ethics administration fees for REB # \_\_\_\_\_” (if known at the time).
5. In section 4 under “Fund” enter - “10”
6. In section 4 under “Dept ID” enter - “80510”
7. In section 4 under “Account” enter – “45020”
8. In section 4 under “Amount” enter – “\$4000.00” (The ethics administration fees will not be subject to overhead using this process.  
**Special Notes:** *Where the application is for a study falling under the provincial reciprocity agreement and the University of Calgary is a secondary site (i.e., the primary ethics review has been undertaken at another REB in Alberta) the fee is \$2000.00.*
9. Once the invoice is generated by the department within Financial Services, the revenue will immediately be credited to the financial code identified on the form.
10. Financial Services will provide the Requestor a copy of the invoice. No further action is required by the Requestor regarding the payment of the ethics administration fees.
11. The individual responsible for the ethics submission on IRISS should include a copy of the invoice with the ethics submission. Please ensure that you include the appropriate REB # on the invoice (may be handwritten).
12. It is recommended a copy of the invoice be retained with the Researcher’s files.
13. When the cheque/wire transfer is received by the U of C, it is coded against the invoice and the invoice is considered paid. No further action is required.

**Special Note:** *Failure to remit payment in a timely manner may result in suspension of the project.*