HRPP Manual Section 5-8, IRB Fees
MSU HRPP Procedure for Departments

1. Upon notification of a billable project, the Office of Regulatory Affairs (ORA) will send an email to the study coordinator and/or PI to obtain needed information for internal billing. Needed information will include the name of departmental fiscal officer (FO), account number, identification of any individuals to ad hoc the internal billing, etc.

2. Once billing information is received, ORA will submit an internal billing through EBS.
   - The internal billing will include a statement of charges that the department can use to generate the invoice to the sponsor.
   - The internal billing may be ad hoc routed by request of the study team, for example, if the study coordinator does the billing, not the FO.
   - For new studies, the internal billing will typically occur at least a month after approval to allow time for account set-up.

3. The department invoices the sponsor directly; please note that invoice procedures will vary based on the sponsor, payment terms, etc.

4. Upon receipt of funds, the FO will approve the IB (Internal Bill) document in EBS.

5. ORA will follow up with FO if payment is pending 30 days.

References:
- MSU HRPP Manual Section 5-8, IRB Fees (http://hrpp.msu.edu/msu-hrpp-manual-section-5-8)
- MSU HRPP Manual Section 14-26, Fees for For-Profit Sponsors (http://hrpp.msu.edu/sites/default/files/Appendix%2014-26%20Fees%20for%20For-Profit%20Sponsors%202-1-06.pdf)