I. SCOPE

This SOP describes the process by which study team members or designated individuals will generate invoices for industry-sponsored studies for payment of research-related costs billable to the sponsor, based on the budget included in the fully executed clinical trial agreement.

II. PROCEDURES

A. Review the study-specific contract and payment terms for the applicable items to be invoiced and the invoicing instructions. The invoiceable events may occur at different times during the study and should be monitored frequently.

B. Invoice Creation
1. Use the invoice template.
2. Enter Remit to information (Loyola Contact).
3. Enter Mail to information (Sponsor).
4. Enter Invoice information.
    a. Invoice should begin with LU number and sequence should begin with 01 (Example: XXXXXX – 01).
5. Attach supporting documentation (redact PHI if needed).
6. Save file using invoice number.
7. Create PDF document to send to sponsor.
8. Send PDF invoice to sponsor via preferred mechanism (email, mail, electronic submission).

C. Account Receivables
1. The study team members or designated individuals will enter LU #, Invoice date, sponsor name, PI, amount, and invoice type description.
2. The study team members or designated individuals will send the invoice via the sponsor preferred mechanism (i.e. email, electronic payment system, postal service).
3. The study team members or designated individuals will track account receivables and follow up with sponsors on pending payments.

D. Payments Received (Instructions below are for departments tracking their Account Receivables via the Research Portal)
1. Once payment is received, login into portal and click the Research Channel hyperlink.
2. Enter LU number and click the search icon.
3. In the Required Approvals tab, click the Enter Check button.
4. Click Add New Check icon.
5. Complete the following field:
    a. Date Received
    b. Check Date
    c. Check Number
    d. Amount
    e. Enter comments
    f. Click Save button

6. In the checks received screen, click the green division icon under the Budget column and complete the following fields in the Budget Distribution page.
   a. Select description for fees, Salary object codes, and/or Other object codes for each line item on the paid invoice.
   b. Enter amount paid for each line item.
   c. Click Submit button.
7. Scan or copy check and budget distribution entered in the Research Portal.
8. Email copy to SPA – GRNTCON@LUC.EDU.
9. Send original check and copy of budget distribution via courier to SPA.

III. REFERENCES

A. SOP FIN-008 Budget Development and Negotiation

IV. ASSOCIATED DOCUMENTS AND FORMS

A. LUC Invoice Template
B. LUC Accounts Receivable Tracker

V. APPROVALS

Colleen M. Fitzgerald, MD, MS 12/17/2020

Clinical Research Office Medical Director (or designee) Date

Revision History

Effective Date	Summary of Changes
15/FEB/2017	Initial
1/JAN/2021	Three year review; no substantive changes