ECTU Central Office WPD ECTU_TM_W5: Processing Site Payments

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1.0	12 Dec 2023	Initial Creation

1. INTRODUCTION

This Working Practice Document (WPD) provides guidance for requesting, tracking, processing and paying invoices related to site study payments, as detailed in the study Site Agreement. As such, this WPD contains broad guidance which can be adapted according to the specifications outlined in each study's Site Agreement template.

This WPD applies to ECTU studies with Trial Management (TM) support where the funding for site payments lies within the ECTU budget and consequently where the TM team have responsibility for overseeing the site payment process.

2. INSTRUCTIONS and GUIDANCE

2.1 Site Payment Budget

The Chief Investigator is responsible for ensuring that funding is available for study payments prior to finalising and executing the study specific Site Agreements. The trial management team is responsible for facilitating the payments and the awarded finances must be in place prior to the first invoice being requested.

2.2 Site Payment Terms

Prior to setting up the study's site payment process, the Trial Manager should review the funding application and discuss the proposed process with the CI and start-up specialist. It should be determined whether the study will be paying a per participant fee, a lump sum, or a combination of the two. They must also establish the frequency of payments to be made (ie. Monthly, quarterly, annually or ad hoc) and at what point during the study timeline they will be triggered (ie. At screening, randomisation, during follow-up, or after close down). They also need to establish clear parameters for what is required prior to payments being released (ie. Minimum recruitment requirements, scan completed, minimum data completion requirements or study time points reached).

Once the study payment terms have been established, they should be documented on the first tab of the Invoice Tracker. This document is described in further detail in section 2.3. If required, a study specific Work Instruction can also be created to outline the study's payment terms and signpost any study specific documentation.

2.3 Invoice Tracker

Based on the site payment terms, a study specific invoice tracking system should be set up.

An invoice tracking worksheet template (TM-18 Invoice Tracker) can be found on the shared drive at Current/ 02. TemplatesThis worksheet can be adapted to ensure that it is clear what the payment status is for each site (and each participant within that site). This includes indicating whether or not information is missing or payment terms have been met. Each site can have its own tab within the worksheet by copying the template tab and adapting the information for that site.

2.3.1 Filling in the Invoice Tracker (Per participant payment)

Ensure the Participant ID and corresponding study date (ie. Screening date, randomisation date, follow up date or end of follow up date) are recorded on the spreadsheet. This information will be found in the study database.
Add in the amount due for this participant activity as per the Site Agreement.

Then, as the steps of the invoice request, receipt and processing occur, indicate the date in the appropriate column.

Below is an example of how the tracker is filled in:

Participant ID	RANDOMISATION PAYMENT								
	Date of Randomisation	Amount Due	Date Invoice Requested	Date Invoice Received	Invoice Number	Invoice Date	Date Sent for Payment	Transaction Number	Payment Date
1529-3	02-Feb-22	250.00	31-Mar-22	10-Apr-22	33749560	09-Apr-22	10-Apr-22	4982994	May-22

2.3.2 Filling in the Invoice Tracker (Lump sum payment)

If you are paying a site in a lump sum (ie. a set up fee paid after the SIV), then indicate as such in the Participant ID column and complete the remaining columns as you would a per participant payment. An example is included below:

Participant ID	RANDOMISATION PAYMENT								
	Date of Randomisation	Amount Due	Date Invoice Requested	Date Invoice Received	Invoice Number	Invoice Date	Date Sent for Payment	Transaction Number	Payment Date
1529-3	02-Feb-22	250.00	31-Mar-22	10-Apr-22	33749560	09-Apr-22	10-Apr-22	4982994	05-May-22
Site Set-up fee	15-Feb-22	500.00	31-Mar-22	10-Apr-22	33749561	09-Apr-22	10-Apr-22	4982995	05-May-22

2.4 Requesting Invoices from Sites

If sites have met the site payment terms as detailed in the site agreement and are due a payment, they should be contacted to generate an appropriate invoice. In this correspondence, the site should be told what the payment is for, what period the payment is for and the total amount. Here is an example of what should be sent:

Site Name	Ninewells Hospital, Dundee		
Period	**Randomisations**	**Randomisation Cost**	**Total Cost**
2022-Q1	2371-1	£ 250.00	£ 250.00
2022-Q1	2371-2	£ 250.00	£ 250.00
2022-Q1	2371-3	£ 250.00	£ 250.00
2022-Q1	2371-4	£ 250.00	£ 250.00
			£1,000.00

Ask the site to generate an invoice for the total amount and to email it to the study mailbox or post to ECTU. Invoices should not be sent to individuals' email addresses but rather to the shared study mailbox. They should reference the study name and the period that is being invoiced for on the invoice.

Note: If a site has not sent an invoice for previous periods (as will be indicated on the invoice tracker), the previous period's total can be added to the current period, which will be mentioned in the correspondence and an invoice can be requested for all outstanding payments.

IMPORTANT: All invoices must be charged to the University of Edinburgh. The invoice cannot be paid otherwise.

2.4.1 Exception to the No PO, No Pay Rule

As long as there is a signed site agreement between the Site and the University of Edinburgh, then site payment invoices do not require a Purchase Order (PO) for them to be processed. Some sites may request a PO in order to generate the invoice on their end, but they should be informed in the first instance that it is not required. If they insist on a PO being generated, contact the ECTU Business Team at ECTU@ed.ac.uk to facilitate this process.

2.5 Processing Invoices

Upon receipt of a site invoice:

1. Check if the amount is the agreed sum, that the dates are correct and that the invoice is made out to the University of Edinburgh. If any of this information is missing or incorrect, raise this with the site and request an updated invoice.

2. If the invoice is accurate, email to the ECTU business team for processing (ECTU@ed.ac.uk).The invoice needs to be coded to ensure it is charged to the correct grant. Include the People & Money (P&M) project number and the expenditure code in the email and request the business team to forward to the finance department for payment. The Senior Trial Manager can provide the P&M codes on request..

3. For older studies, set up before P&M was introduced please use the older webfirst codes for coding –Cost Centre (ECTU is 639000), Job code (RA or R number) and Account code (4 digit code). These can be requested from the Business team.

2.6 Reconciling the Payment

Invoices submitted for payment to the finance department at UoE should be settled within 30 days from the date of receipt. A transaction report downloaded from P&M can be requested from your line manager. The trial manager should check to ensure the invoice has actually been paid from the grant. If the invoice has not been paid within 30 days, (or as per the specific terms of payment detailed on the invoice), then email the business team (ECTU@ed.ac.uk) and request them to investigate.

2.7 End of Study Invoicing

Reconciliation of site invoices is part of the site close-out process. Ensure all requested invoices are received and paid from the grant, prior to the grant end date. We cannot process site invoices that are received after the grant has closed.
This process must be closely monitored by the Trial Management team. The site should be informed of the invoice deadline date when the final invoice requests are sent. If site invoices are not received, and the grant end date is approaching, escalate to the Chief Investigator and the Principal Investigator at site.

3. RELEVANT DOCUMENTS AND REFERENCES

- Site Agreement template (ECTU Shared Drive)
- TM-T18_Invoice Tracker