Overhead Guidelines for Industry Funded Clinical Trials and Service Contracts

The Vancouver Coastal Health Research Institute ("VCHRI") applies 30 percent overhead on all industry funded clinical trials and service contracts. It is important to include this overhead when negotiating clinical trials and service contract budgets.

Failure to include institutional overhead on a study item does not exempt that item from the 30 percent overhead rate.

Overhead Inclusive Items

When negotiating your budget, you must ensure that institutional overhead is applied on items such as:

- Start-up payments (including, pharmacy start-up, lab start-up, radiology start-up fees)
- All per subject costs (including patient visits, unscheduled visits)
- Research coordinator activities (including time spent on screening, informed consent process, data entry, submitting SAE reports, submitting protocol amendments, performing close-out activities)
- Screen failure reimbursements
- Medical procedures (including biopsies, radiological services, blood draws)
- Pharmacy fees, (including dispensing of study medication, on-call pharmacist services)

Please consult with VCHRI **during the negotiation phase** of your clinical trial budget if a sponsor does not agree to include institutional overhead on any of the items above, or for general questions regarding the applicability of institutional overhead.

Overhead Exclusive Items

The following items are not subject to institutional overhead:

- Initial UBC Ethics Fee
- Yearly Renewal Fee of UBC Ethics

The items below will only be considered for overhead exemption upon receipt of proper documentation and approval by VCHRI:

- Patient Reimbursement (i.e., travel, meals, stipends),
- Third Party document storage and archiving
- Advertising

For More Information

It is expected that all VCHRI researchers will comply with these overhead guidelines. If you have questions or concerns, contact Jason Sim, Contracts and Budgets Specialist, VCHRI at jason.sim2@vch.ca.