

Departmental Guidelines Cover Sheet

NAME OF DEPARTMENT	Office for Research
NAME OF DOCUMENT	Guidelines for Research Project Payments Financial Process and Related Matters
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FUNCTIONAL GROUP	Office for Research
DIVISIONAL SPONSOR	Executive Director of Research
EQUIP CRITERIA	<p>Standard 2.5 – The organisation encourages and adequately governs the conduct of health and medical research to improve the safety and quality of health care.</p> <p>Criterion 2.5.1 – The organisation’s research program develops the body of knowledge, protects staff and consumers/patients and has processes to appropriately manage the organisational risk associated with research.</p>
SUMMARY	<p>These guidelines have been developed to advise staff on the PAYMENTS financial processes for research projects at Melbourne Health.</p>

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PURPOSE AND SCOPE

These guidelines have been developed to advise staff on the financial processes for raising invoices and receiving income from Funding Bodies for research projects undertaken at Melbourne Health.

PROCEDURE

1. All research project or Clinical Trial Research Agreements must contain clause(s) that state all payments under the agreement are to be by way of cheque or EFT / direct credit to the Melbourne Health bank account.
2. All research project or Clinical Trial Research Agreements must contain clause(s) that state all payments under the agreement are to be communicated to the Management Accountant – Research. If payment is by way of cheque, the Agreement must clearly state that payment is to be mailed to the Management Accountant – Research at the address specified from time to time on the Melbourne Health Office for Research website. If payment is by way of EFT / direct credit, the Agreement must clearly state that a specific communication (e-mail or letter) will be sent to the Management Accountant – Research at the address specified from time to time on the Melbourne Health Office for Research website, advising the payment has been made.
3. Where payment is by EFT, the banking details are as follows:
 - NAB
 - Level 2, 151 Rathdowne Street, Carlton, VIC, 3053
 - Account: MHS-OPERATING
 - BSB: 083-170
 - Account No.: 122931890
4. All research project or Clinical Trial Research Agreements must contain clause(s) requiring documentation of the calculation of each payment under the agreement and that this documentation is to be communicated, in a timely manner, to the Management Accountant – Research, at the address specified from time to time on the Melbourne Health Office for Research website.
5. The notification from the Funding Body of payment should specify:
 - i. The Human Research Ethics Committee (HREC) project number;
 - ii. The Principal Investigator's name;
 - iii. What the payment is being made for;
 - iv. The number of participants who have completed particular milestones; and
 - v. Detail of any partial payments, or any other information relevant to the calculation of the payment by the Funding Body.

Invoicing (to be completed by the Management Accountant – Research)

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6. Invoices for research projects can be generated by either Melbourne Health or by the Funding Body as a Recipient Created Tax Invoice (RCTI). A RCTI is an invoice created by the Funding Body issued to itself on behalf of the Research Unit. An agreement needs to exist between Melbourne Health and the Funding Body if a RCTI is to be raised. Melbourne Health's preference is to generate invoices for research projects rather than the RCTI process.
7. Where Melbourne Health generates an invoice it will be requested by the Management Accountant – Research, based on information provided by the Funding Body, Clinical Research Organisation or the Research Unit.
8. Details relating to the invoices generated are to be recorded by the Management Accountant – Research on a register located at: S:\Research Foundation\RES\Management Accountant - Research\Clinical Trials\Register of Projects.xls (this folder has restricted access by Office for Research staff).
9. [Invoices for HREC application fees](#) are managed separately.

Income Management

10. All Principal Investigators, Research Co-ordinators, and central finance staff who receive cheques, income advice and/or a statement of calculation, in part or total for a Clinical Trial or Clinical Research must forward the income and all supporting documents to the Management Accountant – Research.
11. Where income is received by cheque, a "[CASHIER ADVICE FORM](#)" is to be completed by the Management Accountant – Research, who then physically hands the form together with the cheque to the Cashiers Office, Ground Floor Main Block.
12. Details relating to the date the income is received are to be recorded on the "Register of Projects" (see Clause 8).

FURTHER INFORMATION

Management Accountant - Research on 9342 3149 or email: mar@mh.org.au.

REVISION AND APPROVAL HISTORY

Date	Rev No	Author and approval
1/10/2007	First Draft	Katerina Canellopoulos, Management Accountant Research
13/11/2007	0	Angela Watt, Manager Office for Research
23/11/2011	1	Katerina Canellopoulos, Management Accountant Research
25/03/2013	2	Katerina Canellopoulos, Management Accountant Research