**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to establish a payment schedule for accruals to NCI-sponsored trials.

**DEFINITIONS**

**ACCRUAL**: Accrual payments are established by NCI when protocol is approved and communicated on a funding sheet at time of study activation.

**CTMS**: Clinical Trial Management System is the database for UC-NCORP containing clinical trial information including Protected Health Information (PHI) for human subjects participating in NCI clinical trials at UC-NCORP community institutions.

**NCORP-SYS**: National Cancer Institute Community Oncology Research Program System is a private system that performs a variety of functions to support the NCI Community Oncology Research Program (NCORP).

**GUIDELINES**

* Per UC-NCORP Affiliation Agreement, communities are financially compensated through quarterly reimbursement checks for credits associated with registrations/ancillary study participation to NCI clinical trials.
* Cancer Care Delivery Research (CCDR) Studies are based on total effort required to complete the study. Monthly effort for CCDR will be submitted to UC-NCORP for review, approval, and payment.
* A current FWA is on file
* Site is in good standing

**PROCEDURE**

* Accruals and Special Event registrations, other study reimbursable events (i.e., biospecimens, QOL) and CCDR is paid to the communities on a quarterly basis.
* A current accrual and event report is generated from NCORP-SYS and updated monthly. This updated accrual report is sent to each community monthly.
* The accrual listing is maintained within NCORP-SYS and CTMS.
* UC-NCORP affiliates have five days from the date of registration to notify UC-NORP via the ***UC-NCORP Event Form***.
* Accruals are entered into CTMS system with a list produced and sent to the affiliates at the end of each quarter for review and verification of registrations and other study reimbursable events. The affiliate has 7 business days to confirm their registrations. This is required for UC-NCORP to assure all accrual/registrations for the quarter are entered CTMS for payment.
* At the end of a quarter, the Quality Assurance Coordinator will run a final report from CTMS of confirmed registrations for each affiliate. The report lists the affiliate, MD, patient identifier, date of registration, protocol, and the accrual assigned to the protocol.
* The report indicates the accrual and funding amount for each affiliate.
* The report is used by the Grant Manager as source documentation for posting the reimbursement amounts into the accounting system for generation of payments.
* At year’s end, a listing is produced and sent to each affiliate for the entire grant year’s registrations. Each affiliate is given 10 business days to confirm and verify that all registrations and events have been included. The purpose of the procedure is to confirm that UC-NCORP has fully reimbursed the affiliates for NCI grant work.

**ASSOCIATED FORMS:**

5005F UC-NCORP Event Form

**COMMITTEE APPROVAL**:

Policy and Procedure Committee