**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to establish guidelines for the reporting of the time and effort expended by UC-NCORP Research Personnel on an approved NCI Cancer Care Delivery Research (CCDR) study, as indicated by a (CD) at end of the study number, to comply with NCI guidelines for reimbursement for restricted CCDR grant funds.

**GUIDELINES**

**Time and Effort Standards**

Study Staff will keep records of time expended for NCI activated CCDR trials. Will keep record of time expended on CCDR trials. This time & Effort will be reported monthly on the Form# 3002F “CCDR Time & Effort Invoice Form.”

* Per UC-NCORP Affiliation Agreement, communities are financially compensated through quarterly reimbursement checks for effort associated with the NCI approved CCDR study.
* Reimbursements for CCDR studies are based on total effort required to review, activate, accrue, and complete the study.

The following information is required on the form:

* Lists of Open/Active CCDR Studies
* Effort per study with short description (ex. Patient Screening, Follow-up Data, Feasibility Review)
* Number of hours effort per study
* Electronic Signature/Certification of site staff “I certify that the􀀃hours and effort stated above is a reasonably accurate reflection of effort expended for the period indicated on NCI CCDR Studies.”

CCDR Restricted funds are limited and based on the annual grant award for CCDR time & effort. The following actions will occur to ensure appropriate management of CCDR Restricted funds:

* Separate CCDR financial tracking with monthly budgeted amounts will be monitored against actuals expenditures
* CCDR financial tracking dashboard will be reviewed by the Finance Chair and presented to the Leadership Council monthly
* In the event of an anticipated shortage of CCDR funds the NCI CCDR program manager will be notified to discuss feasibility of additional funds
* If it is projected that there will be a shortage of CCDR funds to last the grant year, the Affiliates will be notified promptly
* Each Affiliate Site will communicate if they will continue to expend time & effort on active CCDR studies without funding

**PROCEDURE**

* Affiliates research staff are responsible for tracking time & effort for each NCI approved CCDR study
* Time & Effort will be compiled monthly on Form# 3002 F “CCDR Time & Effort Invoice Form”.
* Completed Forms will be submitted to [UpstateNCORPFinance@srhs.com](mailto:UpstateNCORPFinance@srhs.com)
* Completed Forms will be reviewed by the CCDR Coordinator
* Reviewed CCDR Time & Effort Invoice will be submitted to the UC-NCORP Administrator for approval
* Approved Invoices will be submitted to Grants Manager or Designee for payment processing

**ASSOCIATED FORMS:**

3002F CCDR Acuity & Effort Form

**COMMITTEE APPROVAL**:

Policy and Procedure Committee