



Check list for Clinical Trials Budget and Agreement Review

Child & Family Research Institute  
950 West 28<sup>th</sup> Avenue  
Vancouver, BC V5Z 4H4  
Tel: 604-875-2488  
Fax: 604-875-2496  
achiu@cw.bc.ca

<b>Expenses</b>	<b>Considered</b>	<b>Amount Estimate \$/Comments</b>
Review of Protocol	<input type="checkbox"/>	
Review/prepare/modify informed consent	<input type="checkbox"/>	
Nursing <ul style="list-style-type: none"> <li>• Transcribing source documents</li> <li>• Diary review</li> <li>• Immunization</li> <li>• Other</li> </ul>	<input type="checkbox"/>	
Physician <ul style="list-style-type: none"> <li>• Exam</li> <li>• Other</li> </ul>	<input type="checkbox"/>	
Research Assistant <ul style="list-style-type: none"> <li>• Scheduling visits</li> <li>• Clinic preparation</li> <li>• Clinic receptionist</li> <li>• Telephone reminders</li> <li>• Other</li> </ul>	<input type="checkbox"/>	
Pathology fees	<input type="checkbox"/>	
Patient travel / costs / parking	<input type="checkbox"/>	
Pharmacy fees	<input type="checkbox"/>	
Physical exam	<input type="checkbox"/>	
Communication with Sponsor	<input type="checkbox"/>	
Prepare – UBC Ethic Review Board & C&W Research Review Submissions	<input type="checkbox"/>	
Printing <ul style="list-style-type: none"> <li>• Consent forms</li> <li>• Material explaining study</li> <li>• Immunization records</li> <li>• Letterhead</li> <li>• Label mail outs</li> </ul>	<input type="checkbox"/>	
Transcribing source documents	<input type="checkbox"/>	
Recruitment <ul style="list-style-type: none"> <li>• Advertising</li> <li>• letters</li> </ul>	<input type="checkbox"/>	
Office supplies – copying, labels, etc	<input type="checkbox"/>	
Pager	<input type="checkbox"/>	
Completion of case report forms (CCRF)	<input type="checkbox"/>	
General equipment / supplies	<input type="checkbox"/>	
Laboratory fees	<input type="checkbox"/>	



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### Administration

<b>Expenses</b>	<b>Considered</b>	<b>Amount Estimate \$/Comments</b>
Advertising	<input type="checkbox"/>	
Clinic space rental	<input type="checkbox"/>	
Data storage	<input type="checkbox"/>	
Electrical set up	<input type="checkbox"/>	
Equipment maintenance	<input type="checkbox"/>	
Quality assurance review	<input type="checkbox"/>	
Patient Record Retrieval	<input type="checkbox"/>	
External Legal Fees	<input type="checkbox"/>	Budget will be provided by external legal counsel
Staff training	<input type="checkbox"/>	
Shipping	<input type="checkbox"/>	
Postage	<input type="checkbox"/>	
Internal review board fees (IRB) -\$3,000	<input type="checkbox"/>	
Contracts office start-up fee - \$3,000 (For industry-sponsored clinical trials)	<input type="checkbox"/>	
Overhead fixed 25%	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Additional Notes:

If there are any budget queries, please identify the contact i.e., Principal Investigator/Clinical Coordinator.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Check list for Contracts Office Clinical Trial Agreement Review

If your answer is “yes” to any of the following questions, please provide details to the contracts office as soon as possible. You may also be contacted by the contracts office if additional information is required.

1. Do you foresee any difficulty/delay in recruiting subjects?
2. Will the Sponsor provide / loan any equipment (e.g. computer, tools) to us for the purpose of this study?
3. Are there any special issues related to intellectual property that we should be aware of?
4. Are there any special issues related to the investigators' plan to publish (or present) the results of the study that we should be aware of?
5. Will any students or trainees be involved in the study?
6. Will any independent contractors be involved in the study?
7. To the best of your knowledge, has any investigator or other personnel involved in the study been debarred or investigated by Health Canada or any other regulatory authority for debarment action?
8. To the best of your knowledge, is there any investigator (including the principal investigator) involved in the study who does NOT have CMPA coverage?
9. To the best of your knowledge, do you consider this study to be of particularly high-risk compared with other studies?
10. Are there any special considerations that we should be aware of specific to this study?