

University of Florida Guidelines for Industry-Sponsored Clinical Trial (ISCT) Operating “Accounts”

PURPOSE: To pool **unrestricted** funds from Industry Sponsored Clinical Trials (ISCTs) to facilitate payment of expenses that are allocable across the ISCTs. Examples include, but are not limited to ISCT operational expenses (unless otherwise restricted below):

1. Payroll expenses for clinical trial coordinators and administrative staff (fiscal, regulatory staff, clerical, etc);
2. Other expenses for the clinical trial group such as equipment and professional development/educational travel expenses.

RULES:

- **Expenses paid from the ISCT Operating Projects must be related to research or research-related infrastructure. ISCT Operating Project funding cannot originate from state, federal or federal flow-through funding.**
- ISCT Operating Accounts may **NOT** be used for billable Patient Service Costs such as labs, procedures, tests, and professional services (including faculty/staff salaries that are budgeted as professional services and entered into the Faculty Group Practice IDX system as \$0 charge).

Other restrictions may be imposed at the Department, Division or College level, according to their respective policies.

APPROVAL, SET-UP, AND FUNDING:

1. Department must submit a DSR-1 signed by PI and/or Department Chair, and College Dean;
2. ISCT Operating Accounts will be set up in either Fund 212 or Fund 214, which are cash-based funds, starting with \$0.00 balance;
3. Once established, the ISCT Operating Accounts will receive funding through transfers at the departmental level, as follows:
 - a. Transfers must use the PeopleSoft “E2E” JE procedure (account code 719300 to 719300);
 - b. The basis for calculating each transfer amount must be documented. This documentation must be included in the transaction voucher image in PeopleSoft.

NOTE: The use of these ISCT operational accounts must follow all State of Florida laws, rules and regulations. Departmental management must maintain project integrity for reporting or fiscal accountability. Use of these accounts may reduce the ability of management to rely on *myUFL* to generate this information. Additional calculations, adjustments, shadow systems, or use of *myUFL* Flex Codes may be needed to accurately account for expenditures and effort reporting related to individual ISCT projects when using these operational accounts.