

**Billable Protocol Charge Information**

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| Protocol Title: |  |
| Principal Investigator: |  |
| Version Date: |  |
| HIC (IRES) Protocol Number: |  |

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| **INSTRUCTIONS** |
| This document must be submitted for all CRs and MODs for Billable Protocols.   * For a **Continuing Reviews**, upload it under section 8, (“Attach supporting documents:”) on the “**Continuing Review / Study Closure Information**” page in IRES IRB. * For a **Modification /Continuing Review**, upload it under section 8, (“Attach supporting documents:”) on the “**Continuing Review / Study Closure Information**” page in IRES IRB. * For a **Modification**, upload it under section 3, (“Other attachments:”) on the “**Local Site Documents**” page in IRES IRB.   For details regarding HRP and IRB Review fees, see <https://your.yale.edu/policies-procedures/other/institutional-review-board-irb-review-fee-schedule>. |

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| Section 1. Billing Instructions – only for studies with external non-federal support | |
| **1 A** | **Have you received a waiver from the HRPP for the IRB review fees?**  **Yes  No**  If yes, STOP filling out this section. |
| **1 B** | **Provide Chart of Accounts (COA) - either general departmental or study specific - where the IRB fees should be invoiced:**  Note: Within a week of the IRB determination, the HRPP will send a report for the charge for the IRB review to the Department letting them know that the Journal Entry will be processed and will need their approval in Workday. |
| **1C** | **Provide Business Office contact information.:**  First Name:  Last Name:  Title:  Department:  Email:  Telephone: |