

DEPARTMENT OF EVALUATION AND RESEARCH SERVICES AND FRASER HEALTH FINANCE

Guidance for Research Accounting for Fraser Health Principal Investigators Holding Research Awards/Funds from External Funders in Fraser Health Cost Centres

1. Purpose

This Guidance document accompanies the Fraser Health “Principal Investigator Accountability Form for Research Funds Held in a Fraser Health Cost Centre” form which all principal investigators (PIs) holding research funds held in a Fraser Health research account are obliged to sign. This document provides detailed information on financial processes associated with the life cycle of the research funds.

2. Scope

Fraser Health Research Policy stipulates that all research awards (i.e. grants) must be held in a Fraser Health Department of Evaluation and Research Services (DERS) Research Account. Refer to the Fraser Health Research Policy Article 3.17 by [clicking here](#).

Privileged physicians may, but are under no obligation to, hold funds from industry-sponsored studies in a Fraser Health account.

This Guidance document applies to research funds held by Fraser Health PIs who have received:

- research funding from a grant (internal or external) as the grant recipient, or;
- research funding as a secondary site from a non-Fraser Health PI who holds the research grant at their own academic/health care institution, or;
- research funding from an industry sponsor that the Fraser Health PI wishes to hold in a Fraser Health cost centre

**Note that this guidance document does NOT apply to privileged physicians conducting industry sponsored studies who retain funding in their own non-Fraser Health business account.*

3. The Life Cycle of a Research Award in Fraser Health

3.1 Setting Up Cost Centres

- 3.1.1 The PI must indicate if a cost centre will be required in the Fraser Health Application for Initial Ethical Review.
- 3.1.2 Once the study has received ethical approval and has met any other requirements, DERS specifies the need for a cost centre and the research study budget on the Letter of Authorization to Conduct Research (LOA) which is the overall approval needed in order to initiate a research study. The LOA is issued by DERS to the PI once all applicable approvals for the study have been obtained.
- 3.1.3 A ‘cost centre set up’ form is prepared by DERS and sent with the LOA to Fraser Health Finance. (n.b. the Fraser Health PI is copied on all correspondence).
- 3.1.4 Fraser Health Finance sets up the cost centre and liability account and notifies the Fraser Health PI once this is done.
 - The liability account is used strictly to hold the deposits/funds received from the funder. PIs do not have access to this account, but can contact Fraser Health Finance, Jane Scott, (see page 5 for contact information) or the Research Development Specialist for the account balance
 - The cost centre is used to process expenses.

3.1.5 Delegation of signing authority: Please refer to the Accountability document for this form. Any delegation of authority must be made to someone who is knowledgeable about the research (and a Fraser Health employee).

3.2 Claiming Expenses

3.2.1 The following forms must be completed by Fraser Health PIs or research team members who require reimbursement for purchases they have made themselves:

- For physicians: [Request for Payment Form \(RFP\)](#)
- For employees: [Employee Expense Reimbursement form \(EER\)](#)
- Expense Object Codes (EOC) used to classify expenses in the RFP and EER forms can be found at the following [link](#).
 - EOC numbers commonly used by researchers are found in Appendix A to this document on page 7.

3.2.2 Original receipts must be submitted with the RFP or EER according to standard Fraser Health policy.

3.2.3 Ensure that the RFP/ EER specifies the following in the comment section of the form:

- Study title
- Funder
- FHREB #

3.2.4 Please note that receipts cannot be used for any income tax purposes.

3.2.5 Paying External Parties (Vendors) for Services

- a. Invoices are required from the 'vendor' that provided the service.
- b. The PI can authorize up to \$50,000 per single transaction in accordance with the Fraser Health Spending Authority Policy. Any transaction above that limit requires the approval of the Director, DERS.
- c. The PI must complete the RFP and sign off as the approver.
- d. The PI must send a copy of the vendor's invoice and RFP to the attention of the DERS office as above for monitoring purposes only. Electronic versions are preferred.
**Please note that this does not apply to PIs holding industry sponsored funds as DERS does not monitor these.*
- e. The PI attaches the original vendor invoice to the RFP and sends it to:
Accounts Payable (AP)
Support Services Facility
8521-198A Street, Langley, BC V2Y 0A1
- f. AP will process the form and send a cheque to the vendor.

3.2.6 **Compensating study participants**: Please contact DERS for forms required for reimbursing study participants that must be attached to the RFP.

3.2.7 **Reimbursing travel expenses**: Fraser Health policy requires that all out-of-province travel be approved at the executive level prior to making travel plans. This policy also applies to all employees and physicians using research funds held in an Fraser Health account. For policy details, please see the following [link](#).

- [Out of Province Travel Request form](#)

3.2.8 **Reimbursing Fraser Health departments**: Journal Voucher (JV) transfers may be authorized between accounts to reimburse another department's cost centre, for example when reimbursing a department for back-fill / an employee's time spent on the research project.

3.3 Authorizing Expenditures

- 3.3.1 PIs who require reimbursement to themselves must submit the EER/RFP to DERS for authorization at the address below, as PIs cannot authorize payment to themselves. Accompany the form with a note explaining that it is being sent to DERS for authorization. DERS reviews and if all is in order authorizes the EER/RFP (i.e. signs off) and sends to the appropriate office for processing.

Department of Evaluation and Research Services
Fraser Health Authority - Corporate Office
Suite#400, Central City Tower
13450 102 Avenue
Surrey, BC V3T 0H1

- 3.3.2 For research team members, the PI can provide approval signature and the forms can be sent directly to Fraser Health Finance at the addresses below. The PI must also send a copy of the invoice and RFP to the attention of the DERS office as above for monitoring purposes only. Electronic copies are preferred.

To reimburse employees:
General Ledger (GL), Accounting Services
PO Box 722
New Westminster, B.C. V3L 4Z3

- Use an Employee Expense Report.
- It must have an original signature by the manager who is responsible for the Cost Centre being charged (or authority to sign by way of a Delegation of Spending Authority or in a position above the manager, such as a Director or ED)

To reimburse physicians:
Physician Contracts Office
PO Box 722
New Westminster, B.C. V3L 4Z3

- Use a Request for Payment form.

To reimburse non-Fraser Health employees:
Accounts Payable
BC Shared Services
8521 198A Street
Langley, BC V2Y 0A1

- Use a Request for Payment form.

- 3.3.3 For reimbursement of employees, GL reviews the package and sends to AP to process/send a cheque to the researcher. Please note that the turnaround time for reimbursement by Fraser Health Finance is approximately 4 weeks. If the delay is greater than 6 weeks, please notify either Finance or DERS.

- 3.3.4 For Physician Researchers: Please note that Physician Contracts reviews the RFP and includes the reimbursement in their regular payments to physicians either by cheque or EFT, depending how the physician is set up in the system.

3.4 Paying Expenses

- 3.4.1 At the end of each period (which is usually 4 weeks), Fraser Health Accounting transfers enough funds out of the liability holding account to match any expenses (i.e. costs) that are identified in the cost centre. For

example, if a Fraser Health PI puts through expenses of \$1,000 and charges it to their expense cost centre, Fraser Health Accounting will transfer \$1,000 from the liability holding account to the expense cost centre to offset the expenses, which will then be seen in the cost centre report. Finance assumes that the PI has approved expenses when RFP and EER forms are signed off, or, in the case of payroll expenses, when timesheets or travel expenses have been signed off by the PIs. Finance will also seek PI approval before any transfer requests between departments are processed (such as reimbursement of laboratory services for processing of laboratory samples).

- 3.4.2 Fraser Health Finance reviews the liability holding account each period after transfers are made to the cost centre to ensure that overspending has not occurred.
- 3.4.3 Overspent accounts may need to be reimbursed personally by the PI, as per Fraser Health policy. In some cases, a PI's supervisor may agree to cover the overcharge with their own operating (or other) budget as long as the cost can be justified as being related to departmental activities.
- 3.4.4 Please note that cost centres must be set up before research staff can be paid.

3.5 Invoicing External Parties for Reimbursement

- 3.5.1 See [Sales to External Parties](#) policy.
- 3.5.2 The Request for Invoicing Template for Research Studies is obtained from DERS. The form is completed and emailed to: Fraser Health General Ledger – general.ledger@fraserhealth.ca.
- 3.5.3 If a PI wishes to have a copy of the invoice that Treasury sends to the third party, an email must be sent to treasury@fraserhealth.ca to request the invoice.
- 3.5.4 Industry-sponsored Studies: Fraser Health Finance permits researchers conducting industry-sponsored studies to submit their own invoices directly to the primary site for payment (e.g. based on the number of completed case report forms or other criteria required by the funder).

3.6 Monitoring Cost Centres

- 3.6.1 Fraser Health Finance is responsible for providing period end reports to help PIs manage their budget. These are termed “Push Out” reports and are generated electronically each period (n.b. there are 13 periods in each fiscal year) and emailed each period to all Fraser Health PIs (at their Fraser Health email address only). These reports contain expenditure information, not total budget or remaining budget information.
- 3.6.2 PIs are encouraged to use MicroStrategy for more detailed and user-friendly reports; Fraser Health provides workshops on MicroStrategy. In addition it is highly recommended that PIs or their delegates take a Meditech training workshop so that they can see expenses in their cost centres in real time.
- 3.6.3 It is the PI's responsibility to review the cost centre reports carefully to ensure their studies are within budget and the reports are free of error.
- 3.6.4 It is highly recommended that PIs also keep track of study expenses using a spreadsheet. If the budget is overspent, the PI will have to replace the funds. Compare a separate spreadsheet to cost centre reports so that errors can be more easily identified.
- 3.6.5 PIs may request an update on their research study balances from Fraser Health Finance or the Research Development Specialist at any time.

- 3.6.6 DERS does monitor expenses for all cost centres with the exception of those for industry-sponsored studies, as the industry sponsor continually monitors ongoing studies.
- 3.6.7 Interim and final financial reports are prepared by Fraser Health Finance based on the information provided by the PI and activity in cost centres and revenue accounts.

ATTENTION: A copy of all RFPs, EERs with accompanying documentation (e.g. invoices) must be sent to DERS in order to monitor expenditures as per Fraser Health's obligation to its funders. Please email these to: Ashley Kwon at Ashley.Kwon@fraserhealth.ca

*ALWAYS KEEP A COPY FOR YOURSELF AS THINGS SOMETIMES GET LOST IN MAIL**

4. Receiving Cheques for Deposit

4.1 Scope

This Guidance document applies to PIs, as described below, who wish to have DERS deposit cheques on their behalf. PIs may elect to send their own cheques to Treasury and should follow Treasury procedures if that is the case.

- Fraser Health PIs who are employees and who receive funding as a secondary site, on the basis of enrollment of research participants, i.e. completed case report forms, from a primary non-Fraser Health research site that requires the funding to be held in a Fraser Health account.
- Fraser Health PIs who receive a transfer of funds on a period basis or annually as a secondary site from the primary non-Fraser Health site.
- Fraser Health PIs who receive payments for submission of completed case report forms for industry-sponsored studies when these funds are held in a Fraser Health account.

**Note that this guidance document does not apply to grant funded studies where Fraser Health is the primary site as these funds are sent directly to Fraser Health as the 'institution'.*

4.2 Cheque Deposit Process

- 4.2.1 The primary site sends a cheque directly to the attention of the PI at the Fraser Health site. Upon receipt of the cheque from the funder, the Fraser Health PI sends a letter to DERS with the cheque, requesting deposit to their research account:

Attention: Caroline Shaker, Program Assistant
Department of Evaluation and Research Services
Fraser Health Authority - Corporate Office
Suite#400, Central City Tower
13450 102 Avenue
Surrey, BC V3T 0H1

- 4.2.2 DERS prepares the deposit memo, with appropriate account coding, and sends the hard copy memo with the cheque to:

Fraser Health Treasury
Accounting Services
PO Box 722
New Westminster, B.C. V3L 4Z3

- 4.2.3 A copy of the deposit memo is emailed to the PI and General Ledger (i.e. Fraser Health Finance, Jane Scott, see below for contact information)

5. Key Contact List and Responsibilities

5.1 Finance

Accounting Services General Ledger: PO Box 722, New Westminster, B.C. V3L 4Z3

Research Cost Centres: Jane Scott - jane.scott@fraserhealth.ca / 604-520-4099

Manager, General Accounting and Physician Compensation: Sanela Karamani, sanela.karamani@fraserhealth.ca / 604-520-4224

Director, Corporate Finance: Kimberly Chow Tan - kimberly.chowtan@fraserhealth.ca

- Provides financial consulting services and assists in resolution of financial issues associated with various grants and contracts.
- Prepares all financial summaries and reports for submission to funding agencies.
- Financial Systems prepare 'push out' reports for every period and email these to PIs with cost centres.

Accounts Payable: 8521 198A Street, Langley, BC V2Y 0A1

- Reviews and processes claims for reimbursement, advances and payments to suppliers to ensure compliance with Fraser Health policies and procedures.
- Processes payments and issues cheques.

Physician Contracts Office: PO Box 722, New Westminster, B.C. V3L 4Z3

To reimburse physicians for any type of research-related expense.

Procurement Services

- Manages Fraser Health's procurement process.
- Issues purchase orders upon receipt of authorized purchase requisitions from PIs or their delegates.

Payroll

- Processes timesheets submitted by department timekeepers. Payroll can be contacted in order to access payroll reports (in addition to accessing them directly in Meditech) for research staff hired by the principal investigator.

DERS

- Research Development Specialist: Ashley Kwon – ashley.kwon@fraserhealth.ca / 604-587-4637
Department of Evaluation and Research Services
Fraser Health Authority - Corporate Office
Suite#400, Central City Tower
13450 102 Avenue
Surrey, BC V3T 0H1
- Reviews charges against research accounts for compliance with grant budget and funding agency requirements.
- Liaises with funding agencies to obtain clarification and resolve issues.
- Issues Accountability Document.
- Signs for reimbursement for expenses incurred by the PI

APPENDIX A

Common EOC Numbers Used for Research Studies

EOC Number	Category
4109000	General Office Supplies
4509021	Catering
6101500	Courier and Delivery
6153000	Workshop Fees and Materials
6231200	Staff Province Travel Expense
6505000	Consultants
6602000	Membership Fees
6604000	Subscription Fee
6604012	Books
6700000	Advertising
6950000	Other-Departmental Sundry*
6950001	Honorariums
6951200	Special Events*
6960000	Meetings - Room Rentals
7650000	Minor Equipment
7650040	Computer Programs

* recommended when no other EOC fits