

## 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 document provides detailed information on financial processes associated with the life cycle of the research funds.

#### 2. Scope

This Guidance document applies to research funds held by Fraser Health principal investigators (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.

Fraser Health Research Policy stipulates that all research awards and 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 1.16 and 2.1 by [clicking here](#).

**NOTE:** One exception is that Fraser Health **physician** PIs may hold funds from industry-sponsored studies outside of DERS, however, we highly encourage using a research account within DERS.

#### 3. Table of Contents

4. Research Account Processes	5. Understanding Research Accounts
4.1 Setting Up Cost Centres	5.1 Liability Account vs. Cost Centre Account
4.2 Receiving Payments or Funds	5.2 Funding Flow
4.3 Spending from Cost Centres	5.3 Monitoring Cost Centre
4.4 Claiming Expenses	6 Key Contact List and Responsibilities
4.5 "Closing" Research Accounts	

#### 4. Research Account Processes

##### 4.1 Setting Up Cost Centres

4.1.1 To request a Fraser Health research cost centre, the Fraser Health PI completes and submits the Cost Centre Request Event Form on [ROMEIO](#).

4.1.2 Fraser Health Finance sets up the cost centre and liability accounts after a LOA or GLOA has been issued, and notifies the Fraser Health PI once this is done via email.

- The **liability account** is used strictly to hold the deposits/funds received from the funder, sponsor or coordinating centre (primary site).
- The **cost centre** is used to process expenses.

*\*See section 5 for more details regarding the two accounts.*

4.1.3 Delegation of signing/spending authority: If necessary, a Fraser Health PI may add a team member, who is knowledgeable about the research and a Fraser Health employee, as a delegate spending authority to the Fraser Health research account by completing the [Delegation of Spending Authority Form](#). Please refer to section 5.0 of the [Signing Authority Policy](#) for more details.

**NOTE:** Even with delegated signing authority, the Fraser Health PI remains ultimately responsible for overseeing spending on the account.

## **4.2 Receiving Payments or Funds**

4.2.1 For grant-funded studies where Fraser Health is the primary site, the funds are sent directly to Fraser Health and will be deposited directly to the study research account (liability account). Please contact the Research Development Specialist (*see section 6 for contact details*) for banking information to give to the funder to complete the electronic funds transfer (EFT).

4.2.2 **Invoicing external parties for reimbursement or payments:** See [Sales to External Parties](#) policy for details. This can also apply to studies where a Fraser Health research team is required to send an invoice to sponsor or coordinating centre (primary site) for study participant enrollment or study visit completion.

- a. Complete [Invoice Request Form](#).
  - There is a fee of \$12 per transaction to use Fraser Health Treasury's invoicing service. Please be mindful when submitting an invoice request for a trivial amount.
- b. Email completed form and supporting documentation (e.g., invoice generated from Fraser Health Clinical Trial Management System (CTMS), de-identified patient list, etc.) to [Treasury@fraserhealth.ca](mailto:Treasury@fraserhealth.ca).
- c. Fraser Health Treasury will prepare a Fraser Health invoice and send it to the external party. They will record the transaction in Fraser Health records, crediting the specified liability account.
- d. **NOTE:** If an invoice has not been paid, or is disputed, the matter will be referred back to the Fraser Health research team. Fraser Health Treasury will not notify the Fraser Health research team when the actual payment is received.

*Fraser Health Finance permits researchers to submit their own invoices directly to the sponsor or coordinating centre (primary site) for payment. However, to avoid delays in receiving payments or reimbursements, it is highly recommended to use the invoicing service by Fraser Health Treasury.*

4.2.3 **Receiving payments through electronic funds transfer (EFT) from sponsor or funder directly to Fraser Health research account:** For any new sponsor/funder, that Fraser Health has not partnered with previously, please contact the Research Development Specialist (*see section 6 for contact details*) for additional banking information to give to the sponsor/funder to complete the EFT. **Please remind the sponsor or funder to include the FHREB# when completing the EFT.**

4.2.4 **Depositing cheques to Fraser Health Treasury:** This 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'.

- a. Fraser Health PI receives a cheque from sponsor or coordinating centre (primary site).
- b. Fraser Health PI sends the cheque along with a deposit memo (include study title and FHREB#) to:  
**Fraser Health Treasury - Accounting Services**  
Suite 400 – 505 Sixth St., New Westminster, BC V3L 3B9

4.2.5 **Depositing cheques through DERS:** This 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'.

- a. Fraser Health PI receives a cheque from sponsor or coordinating centre (primary site).
- b. Fraser Health PI sends the cheque to DERS with a letter (include study title and FHREB#), requesting deposit to their research account to:  
**Fraser Health – Department of Evaluation and Research Services**  
Suite#400, Central City Tower  
13450 102 Avenue  
Surrey, BC V3T 0H1

- c. DERS prepares the deposit memo with appropriate account coding and sends the memo with the cheque to:  
**Fraser Health Treasury – Accounting Services**  
Suite 400 – 505 Sixth St., New Westminster, BC V3L 3B9
- d. DERS will email a copy of the deposit memo to Fraser Health PI and General Ledger.

### **4.3 Spending from Cost Centres**

- 4.3.1 **Purchasing technology hardware and software:** All requests for technology hardware and software (e.g., computers, hard drives, USB drives, etc.) should be purchased through the [Health Informatics Service Request Portal](#) (Request Services → Hardware & Software) using the research cost centre number.
- 4.3.2 **Purchasing general office supplies:** All purchases for general office supplies should be purchased through Fraser Health's contracted office supply vendor, Grand and Toy. For information on how to set up a Grand and Toy account connected to your research cost centre, please refer to the Fraser Health [Office Supplies pulse page](#).
- 4.3.3 **Other purchases:** Purchases should be made through the Fraser Health supply chain (e.g., Health Informatics Service Request Portal, Grand and Toy vendor, etc.) when possible. If items are not available through the supply chain, purchasing and requesting reimbursement through an Employee Expense Report form may be appropriate.

#### 4.4 Claiming Expenses

4.4.1 **Reimbursing individual(s) and/or external parties (vendors) for research-related purchases and/or services:** Reimbursed expenses would not be eligible as claims for tax purposes.

	Reimbursing Fraser Health principal investigator (PI)	Reimbursing Fraser Health employee**	Reimbursing Fraser Health physicians (not the PI)	Reimbursing non-Fraser Health employee (i.e. consultants) or external parties/vendors
<b>Form to be completed</b>	<a href="#">Request for Payment Form (RFP)</a> (if PI is a Fraser Health physician) <b>OR</b> <a href="#">Employee Expense Report form (EER)</a> (if PI is a Fraser Health employee)	<a href="#">Employee Expense Report form (EER)</a>	<a href="#">Request for Payment Form (RFP)</a>	<a href="#">Request for Payment Form (RFP)</a>
<b>Information to include in the form</b>	<ul style="list-style-type: none"> <li>• Add the following in the comment section: Study title, Funder/Sponsor, FHREB #</li> <li>• Add the appropriate <a href="#">Expense Object Codes (EOC)</a> to classify expenses.               <ul style="list-style-type: none"> <li>○ EOC numbers commonly used by researchers are found in Appendix A.</li> </ul> </li> </ul>			
<b>Who can authorize or sign for approval</b>	DERS	Fraser Health PI or the person with delegation of spending authority for the cost centre account being charged or DERS. <ul style="list-style-type: none"> <li>• The PI can authorize up to \$50,000 per single transaction in accordance with the Fraser Health <a href="#">Signing Authority Policy</a>. Any transaction above that limit requires the approval of the Director, DERS.</li> </ul>		
<b>Submit the completed form &amp; original receipts or invoice to</b>	<i>Fraser Health – Department of Evaluation and Research Services</i> Suite#400, Central City Tower 13450 102 Avenue, Surrey, BC, V3T 0H1	<i>General Ledger – Accounting Services</i> Suite 400 – 505 Sixth St., New Westminster, BC, V3L 3B9	<i>Physician Contracts Office</i> Suite 400 – 505 Sixth St., New Westminster, BC V3L 3B9	<i>Accounts Payable (AP)</i> Support Services Facility 8521 198A Street Langley, BC V2Y 0A1
<b>Notes</b>	Once reviewed and authorized by DERS, DERS will provide a “wet ink” approver signature and send to the appropriate office for processing.  Payments will show up on the employee’s pay stub, and by cheque or EFT for physicians, depending on how the physician is set up in the system.	<b>The signature of the approver must be a “wet ink” signature.</b>  General Ledger reviews the package and sends to Accounts Payable to process. Please note that the turnaround time for reimbursement is approximately 4 weeks. If the delay is greater than 6 weeks, please notify either Fraser Health Finance or DERS. Payments will show up on the employee’s pay stub.	<b>The signature of the approver must be a “wet ink” signature.</b>  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.	<b>The signature of the approver must be a “wet ink” signature.</b>  Payments will be sent in the form of cheques unless direct deposit has been set up. Please note that the turnaround time for reimbursement is approximately 4 weeks. If the delay is greater than 6 weeks, please notify either Fraser Health Finance or DERS.

**\*\*N.B. Fraser Health employees cannot invoice for research project work. Fraser Health employees can only be paid through FH payroll.**

#### 4.4.2 **Reimbursing Fraser Health department(s) for research related services:**

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.

- a. Department requesting for payment or reimbursement completes the [Cost Centre Transfer Request Form for Research](#) and sends it to the Fraser Health PI and/or research team.
- b. Fraser Health PI and/or research team reviews and submits the form to the General Ledger via email ([General.Ledger@fraserhealth.ca](mailto:General.Ledger@fraserhealth.ca)).
- c. Fraser Health Finance will then transfer the requested amount from the research cost centre to the requesting department's account once PI's approval has been received.

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

#### 4.4.4 **Reimbursing travel expenses:** Fraser Health [Travel and Business Expenses Policy](#) applies to all Fraser Health employees and physicians using research funds held in an Fraser Health research account.

- For out-of-province travel, complete [Out of Province Travel Request form](#), request approval from executive level and send the completed form to General Ledger *prior* to travel:

**General Ledger – Accounting Services**

Suite 400 – 505 Sixth Street

New Westminster BC, V3L 3B9

- Reimbursement for expenses will then follow the process in section 4.4.1.

### 4.5 **“Closing” Research Accounts**

#### 4.5.1 **Returning unspent funding:** At the end of the study or project or at the end of the funding term, unspent funds may need to be returned to the funder depending on the agreement or regulations / conditions of the funding agency. DERS can provide assistance in returning these funds, if applicable.

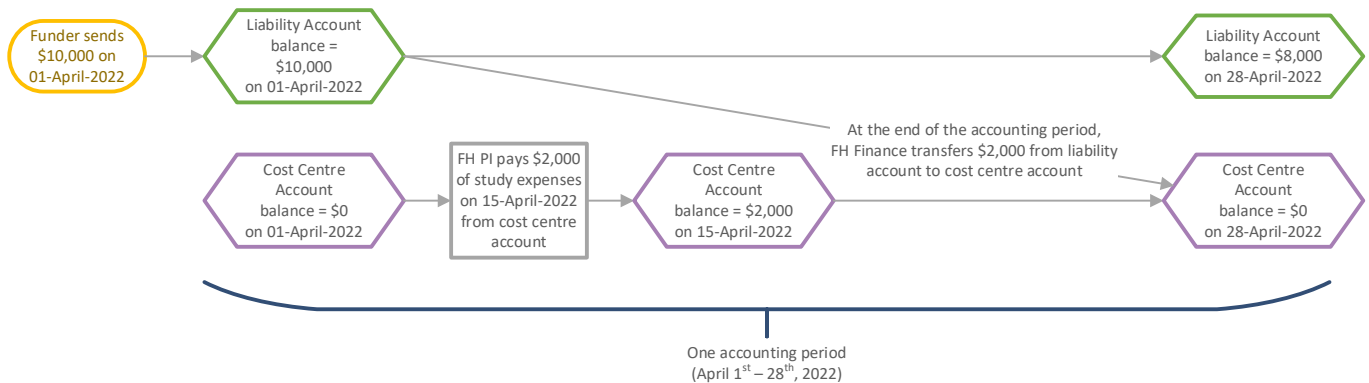
#### 4.5.2 **“Closing” research accounts:** Once the study or project has been completed and the research study is closed at the Research Ethics Board (if applicable), DERS will re-conciliate the research account and contact the Fraser Health PI prior to “closing” the research accounts (changing the status of the account to “DO NOT USE”).

## 5. Understanding Research Accounts

### 5.1 **Liability Account vs. Cost Centre Account**

Liability Account	Cost Centre Account
<ul style="list-style-type: none"> <li>• 9601.41.XXXXXXX</li> <li>• To hold deposits/funds/revenues/payments</li> <li>• Fraser Health PI <b>does not</b> have direct access to the account's balance.               <ul style="list-style-type: none"> <li>○ Contact Research Development Specialist or Fraser Health Finance (<i>see section 6 for contact details</i>) for account balance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 960.71.XXXXXXX</li> <li>• To process expenses</li> <li>• Fraser Health PI <b>has</b> direct access to the account spending details through:               <ul style="list-style-type: none"> <li>○ <a href="#">Meditech Magic</a> (for real time spending details)</li> <li>○ <a href="#">MicroStrategy FAR</a> report (reports are updated at the end of every accounting period)                   <ul style="list-style-type: none"> <li>▪ MicroStrategy training is available through <a href="#">LearningHub</a>.</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Each study will have one liability account and one cost centre account.</li> <li>• However, if a study has multiple funders, the study will have multiple liability accounts and cost centre accounts.</li> </ul>	

## 5.2 Funding Flow



5.2.1 Any funds or payments received from funder, sponsor or coordinating centre (primary site) will be deposited to the liability account.

5.2.2 At the end of each accounting period (each fiscal year has 13 periods, roughly 4 weeks; [accounting periods dates per fiscal year](#)), Fraser Health Finance (Accounting) transfers enough funds out of the liability account to match any expenses that are identified in the cost centre.

For example, in the diagram above, Fraser Health PI puts through expenses of \$2,000 and charges it to their cost centre during the accounting period between April 1 and April 28. Fraser Health Finance (Accounting) transfers \$2,000 from the liability account to the cost centre to offset the expenses at the end of the period.

5.2.3 Fraser Health Finance reviews the liability account each accounting period after transfers are made to the cost centre to ensure that overspending has not occurred.

**NOTE:** 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. Documentation and approval will be required to support this transfer of funds.

## 5.3 Monitoring Cost Centres

5.3.1 Given Fraser Health PI does not have direct access to the liability account balance, it is highly recommended that Fraser Health PI to track study revenues and expenses using a spreadsheet or [Fraser Health Clinical Trial Management System \(CTMS\)](#) to avoid overspending.

Compare the spreadsheet or the CTMS to the cost centre reports (Meditech Magic and/or MicroStrategy FAR) so errors can be easily identified, especially if a study has multiple cost centre accounts.

## 6. Key Contact List and Responsibilities

<b>General Ledger – Accounting Services</b>	<p>Suite 400 – 505 Sixth St., New Westminster, BC V3L 3B9</p> <p>Clerk, Accounting: Dawn Horton (<a href="mailto:dawn.horton@fraserhealth.ca">dawn.horton@fraserhealth.ca</a>)</p> <p>Manager, General Accounting &amp; Physician Compensation: Sanela Karamani (<a href="mailto:sanela.karamani@fraserhealth.ca">sanela.karamani@fraserhealth.ca</a>)</p> <p>Director, Corporate Finance: Alyssa Staples (<a href="mailto:alyssa.staples@fraserhealth.ca">alyssa.staples@fraserhealth.ca</a>)</p>	<ul style="list-style-type: none"> <li>• Creates liability and cost centre accounts.</li> <li>• Provides financial consulting services and assists in resolution of financial issues associated with various grants and contracts.</li> <li>• Prepares all financial summaries and reports for submission to funding agencies based on information provided by PI &amp; activities in both liability and cost centre accounts.</li> <li>• Prepares 'push out' reports for every period and email them to PIs (Fraser Health email) with cost centres, containing expenditure information.</li> </ul>
<b>Accounts Payable</b>	<p>Support Services Facility 8521 198A St., Langley, BC V2Y 0A1</p>	<ul style="list-style-type: none"> <li>• Reviews and processes claims for reimbursement, advances and payments to suppliers to ensure compliance with Fraser Health policies and procedures.</li> <li>• Processes payments and issues cheques.</li> </ul>
<b>Physician Contracts Office</b>	<p>Suite 400 – 505 Sixth St., New Westminster, BC V3L 3B9</p>	<ul style="list-style-type: none"> <li>• Reimburses physicians for any type of eligible research-related expense.</li> </ul>
<b>Payroll</b>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Treasury</b>	<p>Suite 400 – 505 Sixth St., New Westminster, BC V3L 3B9</p> <p><a href="mailto:Treasury@fraserhealth.ca">Treasury@fraserhealth.ca</a></p>	<ul style="list-style-type: none"> <li>• Issues invoices to external parties.</li> <li>• Deposits cheques to the appropriate study research account.</li> </ul>
<b>Department of Evaluation and Research Services (DERS)</b>	<p>Suite#400, Central City Tower 13450 102 Avenue, Surrey, BC V3T 0H1</p> <p>Research Development Specialist: Ashley Kwon (<a href="mailto:Ashley.Kwon@fraserhealth.ca">Ashley.Kwon@fraserhealth.ca</a>)</p> <p>Program Assistant: Raman Sran (<a href="mailto:Raman.Sran@fraserhealth.ca">Raman.Sran@fraserhealth.ca</a>)</p>	<ul style="list-style-type: none"> <li>• Liaises with funding agencies to obtain clarification &amp; resolve issues.</li> <li>• Liaises with Fraser Health Finance.</li> <li>• Signs for reimbursement for expenses incurred by Fraser Health PI.</li> <li>• Monitors research accounts as required.</li> </ul>



## APPENDIX A

### Common EOC Numbers Used for Research Studies

<b>EOC Number</b>	<b>Category</b>
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