Clinical Trial Payment Coordinator Responsibilities

All clinical trial payment coordinators are expected to be familiar with the following responsibilities:

- Review UC Business and Finance Bulletin BUS-49 policies for handling cash and cash equivalents when handling any payment requests for clinical trial participants.

- Ensure that all payments are secured in the appropriate locked receptacle.
  - Up to $1,000 in a lockable receptacle
  - From $1,001 to $2,500 in a safe
  - From $2,501 to $25,000 in a steel-door safe, with a door thickness of not less than 1 inch and wall thickness of not less than ½ inch
  - From $25,001 to $250,000 in a class TL-15 composite safe or better

- All payment requests must be reconciled within 90 days of issuance. Reconciliation must include Participant Log Sheets (PDF) with payment sequence numbers and participants names or initials unless study is dependent on individuals remaining anonymous. (Participant names of anonymous studies must be retained by dept. for audit and tax reporting purposes).

- Participants receiving $600 or more in total compensation in a calendar year are subject to tax reporting (gift cards, scrip, cash, etc.) Information required for these payments include the subject's name, address, and SSN (submit W-9 Form). This information will be reported to the IRS, and Form 1099-MISC will be sent to the payee at the end of the calendar year in which the payment(s) were made.

- An IRB Approval Letter and Consent to Act as a Research Subject with current approval stamp is required for all studies.

Note: The turnaround time for processing payment requests is approximately three to five days from the date the Payment Services team receives the request.