

Memo

Date: January 15, 2013

To: SCDMH Center and Facility Directors

From: Katherine M. Roberts

Re: Amendment # 2 to IRB Directive No. 891-09 (7-200) - estimated costs associated with research conducted as SCDMH Facilities and Centers

The Research Approval Committee (RAC) is charged with ensuring that research conducted at SCDMH has clear current and/or potential value to the patients and staff as well as the person, institution or agency requesting to conduct human subject research. Currently all research projects involving patients of SCDMH and/or its employees must have RAC approval prior to submission to the SCDMH Institutional Review Board (IRB). In the future all research applications to the RAC must include, along with all other required forms and documentation an estimate of the cost associated with the research to any and all centers/facilities where the research project is being conducted.

Current RAC applications for research include:

- A. A completed SCDMH Institutional Review Board "Project Application for Research Involving Human Subjects"
- B. Letter(s) of approval from the appropriate center, facility or institutional directors where the research is to be conducted.
- C. All required forms for non SCDMH employees: the Unaffiliated Investigator Agreement and Privacy Practices Agreement.
- D. Any additional letters of approval by all bodies governing the researcher that are external to SCDMH (i.e., university IRB, dissertation committee, etc.)
- E. *Estimate Cost Associated with Outside Research form*

There are always costs associated with conducting research. All Center/Facility directors must consider what the probable costs associated with a research project will be to the Center/Facility/ETR. To that end, an *Estimate of Cost-Benefit Associated with Outside Research* form must accompany Center/Facility/ETR letter(s) of approval as part of the research application process for all non SCDMH employee investigators wishing to conduct a research at an SCDMH Center or Facility. All non-DMH principal Investigators (PI's) should be aware that if their project is approved by the RAC PI's may be required to negotiate a contract with the agency to recoup costs associated with the project.

Estimated Costs associated with research being conducted at a SCDMH facility can include but may not be limited to costs associated with; utility use, use of office space, computer or other equipment use, telephone use/charges, use of miscellaneous office supplies, staff salaries (e.g. time spent recruiting subjects, pulling records or files).

The Department also recognizes that there are times when there may be an intangible benefit to the Center/Facility/ETR participating in a research project and that gain outweighs the cost of participation. In these cases the Center/Facility/ETR director(s) must document and submit the benefit(s) as part of the research application process for all non SCDMH employee investigators wishing to conduct a research at an SCDMH Center or Facility. When the benefit(s) of participation exceeds the costs of participation negotiating a contract with the agency to recoup costs associated with the project may not be necessary.

Intangible benefits associated with participating in research may include but not be limited to; staff training opportunities, use of new equipment or additional/enhanced client services.

In addition, SCDMH may award up to 10 sponsorships each year to students needing to conduct required research to complete university/college degree who meet sponsorship criteria.

(Note: It is against SCDMH policy for a researcher to pay individual employee(s) for their participation in a project conducted during business hours.)

The following form must be completed and submitted as part of the research approval package.

COSTS

The Estimated costs related to the study:

_____ (Study Title)
_____ (CMHC/ETR/ Inpatient Facility/Nursing Home name)

(By Investigator & Organizational Name)

Is _____

(Rates=Fringex35%, IC 7.92% x total salary & Fringe)

Administrative staff time (per person) _____
Administrative staff time (per person) _____
Administrative staff time (per person) _____

Clinical staff time _____
Clinical staff time _____
Clinical staff time _____

Utilities _____

Office space _____

Computer use/tech support _____

Other equipment use _____

Telephone use/charges _____

Miscellaneous office supplies _____

Miscellaneous _____
(Explanation: _____

BENEFITS

The Estimated benefits related to the study:

_____ (Study Title)
_____ (CMHC/ETR/ Inpatient Facility/Nursing Home name)

(By Investigator & Organizational Name)

are \$ _____ (describe in detail) _____
