

**Startup Invoice/Fees FAQ for Clinical Trials**  
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◆ **What are “startup fees”?**

Startup fees are one-time charges billed to the sponsor at the beginning of a clinical trial or research study. These typically cover administrative and operational setup costs of the trial.

**Common examples include:**

- IRB Fees (Institutional Review Board)
- CCT Fees (Clinical Trial Admin Fee)
- Pharmacy Fees
- Radiology Fees
- Lab or Pathology Fees

\*\*\*Refer to startup fee routing guide

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◆ **Who receives the startup fees?**

Not all startup fees remain with the award financial department. Many are designated for **support service departments** such as Pharmacy or Radiology, based on the nature of the charge.

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◆ **How do I know which department should get each portion?**

Use the **Startup Fee Routing Guide** (see attached). It breaks down:

- Typical fee types
- Responsible departments
- Contact emails for each group

If you're unsure, email **billvms@umaryland.edu** with the Award ID and invoice—we'll help you route it correctly.

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◆ **What if the service department doesn't recognize the study?**

This is common. When reaching out to service departments (e.g., Pharmacy or Radiology), **always include:**

- **Award Number**
- **Study title**
- A copy of the **startup invoice** or **award setup notice**

This helps them identify the context quickly.

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◆ **Who is responsible for distributing the startup fees internally?**

The award financial department, as the managing unit, is responsible for ensuring that startup funds are distributed to the appropriate internal units. The Post-Award Billing Team can assist with guidance or verification.

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◆ **What if the startup invoice isn't clear or needs revising?**

Startup invoices are created by the CCT team and may vary. If details are missing or confusing:

- Reach out to **CCT department** <https://www.umaryland.edu/cct/> for clarification and cc **VMS Billing team** at [billvms@umaryland.edu](mailto:billvms@umaryland.edu).

## Start-up Fee Routing Guide

Fee Category	Collaborating Department	Contact Person/Email	Notes
Personnel	Owning Department of Award	N/A	Sal/Fringe; sometimes referred to as Admin fee
IRB Review Fee	CCT/SPAC	<b>CCT:</b> asidd001@umaryland.edu; sdeasey@umaryland.edu; smartinezgreiwe@umaryland.edu <b>SPAC:</b> billvms@umaryland.edu	SPAC posts this fee on project
Clinical Trial Admin Fee (CCT)	CCT/SPAC	<b>CCT:</b> asidd001@umaryland.edu; sdeasey@umaryland.edu; smartinezgreiwe@umaryland.edu <b>SPAC:</b> billvms@umaryland.edu	SPAC posts this fee on project
Radiology Set Up Fee	Radiology	dL_rad_startup@som.umaryland.edu; anuri@som.umaryland.edu; michael.duncan@som.umaryland.edu	
Pharmacy Set Up Fee	Pharmacy/IDS	<a href="mailto:jmoore7@umm.edu">jmoore7@umm.edu</a>	
GCRC Start Up Fee	GCRC	<a href="mailto:GCRCSchedule@som.umaryland.edu">GCRCSchedule@som.umaryland.edu</a>	<a href="#">General Clinical Research Center (GCRC)   University of Maryland School of Medicine</a>
UMGCCC Start Up Fee	Oncology	gcccbilling@umm.edu	
Other Fees	CCT/SPAC	<b>CCT:</b> asidd001@umaryland.edu; sdeasey@umaryland.edu; smartinezgreiwe@umaryland.edu <b>SPAC:</b> billvms@umaryland.edu	