

## THERAPEUTIC VALIDATION CORE (TVC)



### Approved Policies – Payment for services and Conflict resolution

#### 1. Policy on payments:

- 1.1. TVC operates on fee-for-service basis. Investigators who wish to use TVC services must fill-out a Recharge Authorization form before any work can be initiated. The form is available on the TVC website or email the director [nkprasad@iu.edu](mailto:nkprasad@iu.edu) to obtain a copy.
- 1.2. Please provide all requested information on this form including project title, investigator's name, IU Cancer Center membership (Yes/No), at least one valid Account number for invoicing chargebacks, name of the funding agency sponsoring the study, full contact information of the investigator and the responsible account manager. If applicable, include - grant#, grant end date, Title of the grant or contract, and program/project leader on the grant.
- 1.3. E-mail the completed form to TVC director [nkprasad@iu.edu](mailto:nkprasad@iu.edu) and Kristina Taylor [kristtay@iu.edu](mailto:kristtay@iu.edu) Assistant Business Manager, IU Cancer Center.
- 1.4. Availability of funds in the account provided to cover all expenses as budgeted will be verified prior to initiating the study.
- 1.5. Estimates of cost of services for a study, developed by TVC on investigator's request, is for budgeting purpose only. TVC develops this estimate using prevailing chargeback rates, best guess estimates of reagents needed and time required to complete the work. Because of the uncertainties involved in type of experimentation TVC performs, actual outcome/results may vary significantly which may increase actual cost to complete the work. Investigator will be invoiced for all expenses incurred in performing the work requested - including technician service, reagents and study-specific special supplies. Investigator will be responsible to make payments in full once the work has been performed.
- 1.6. Any extension or modification of a study plan in the midst of a study duration that requires substantial increase in budget– the lesser of 25% of current budget or \$2,500 - will be brought to investigator's attention and be implemented only with investigator's approval.
- 1.7. All studies will include a set up/optimization step. Duration and cost of this step will depend on the complexity of the type of assay/procedure. Tests on samples from a study will be done only after set up/optimization step produces results that are satisfactory to the investigator. If the set up outcome is unsatisfactory, PI will only be responsible for the costs/charges associated with the set up and the work will not be carried out on samples from the study.

2. **Conflict resolution:** Any disagreements with chargebacks, payment procedures, or any other issues related to TVC services will be resolved as per the recommendations of the core's advisory committee (Chair - Dr. Daniela Matei, senior advisor – Dr. Sherif Farag).