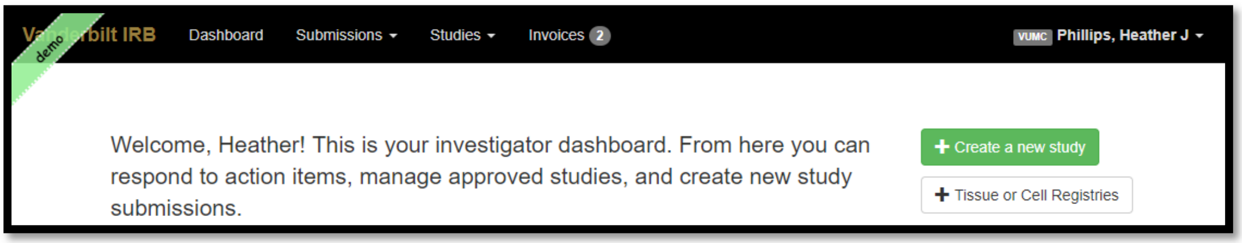
VHRPP Invoicing Tip Sheet

Vanderbilt IRB DISCOVR-e <noreply@vumc.org> will email the Principal Investigator, Study Contact, and Billing Contact/Grants Manager when an invoice is created.

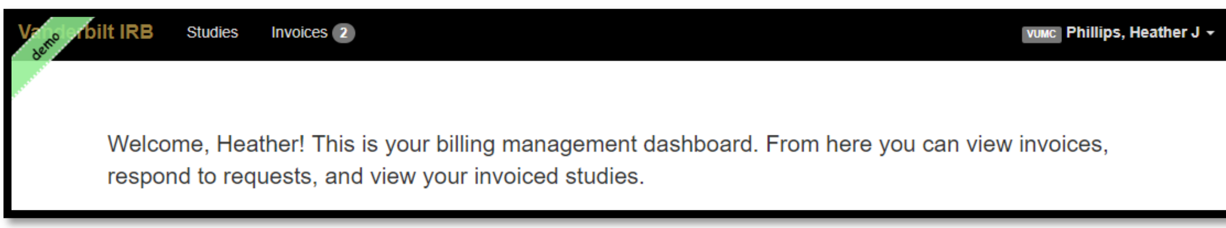
Step 1: A designee (PI, SC, BC/GM) logs into DISCOVR-e. https://irb.mc.vanderbilt.edu/login

Depending on your role (PI, SC, or BC/GM), your DISCOVR-e Dashboard may have different views/options.

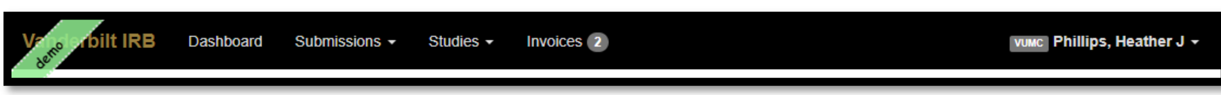
Investigator Dashboard:



Billing Contact / Grants Manager dashboard:

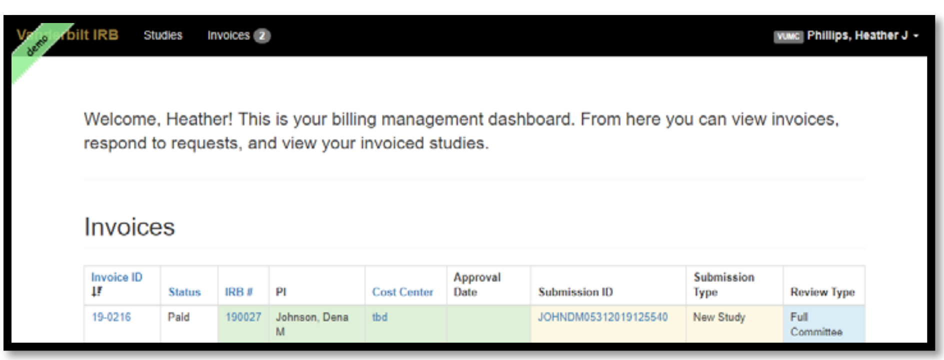


Step 2: Click on Invoices in the black bar at the top if you do not land on the invoices dashboard. The number next to Invoices indicates the number of invoices that require an action.



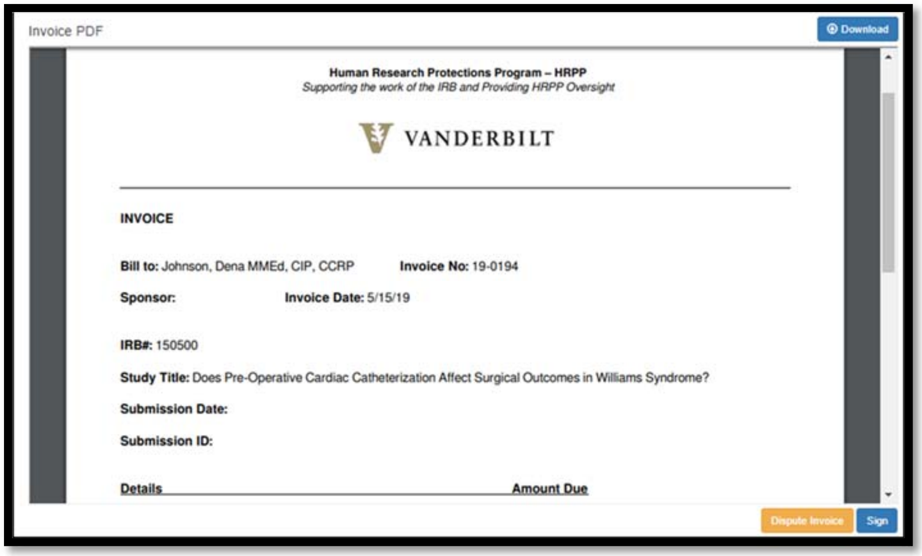
Step 3: Review the invoice information to for accuracy and completeness. Please note that you can hyperlink to the IRB study or the specific submission.

If a center number is inaccurate or incomplete, click the IRB # and update the center number on the Funding tab.



Step 4: Click on an Invoice ID to open the invoice and take action.

Available actions: Sign or Dispute



<u>Sign:</u> The invoice has the appropriate center number and is approved to be billed.

- Only one study member's e-signature is required
- Payment is made by internal cost transfer through the Department of Finance and a journal entry to the general ledger from VHRPP.

<u>Dispute</u>: The invoice is not approved to be billed.

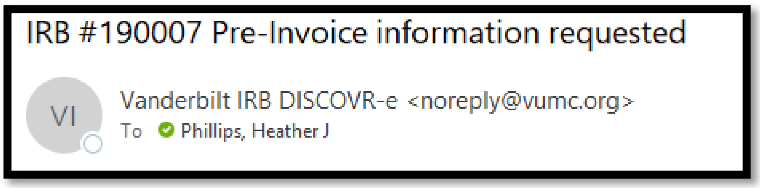
- The center number has not been assigned.
- The funding information is inaccurate.
- The invoice was created in error.
- The invoice will be returned to VHRPP Invoicing for resolution.
- The communication process will function much like the pre-review communication process.
- Only the VHRPP Invoicing administrator can initiate communication.

Note: You can download invoices from this screen.

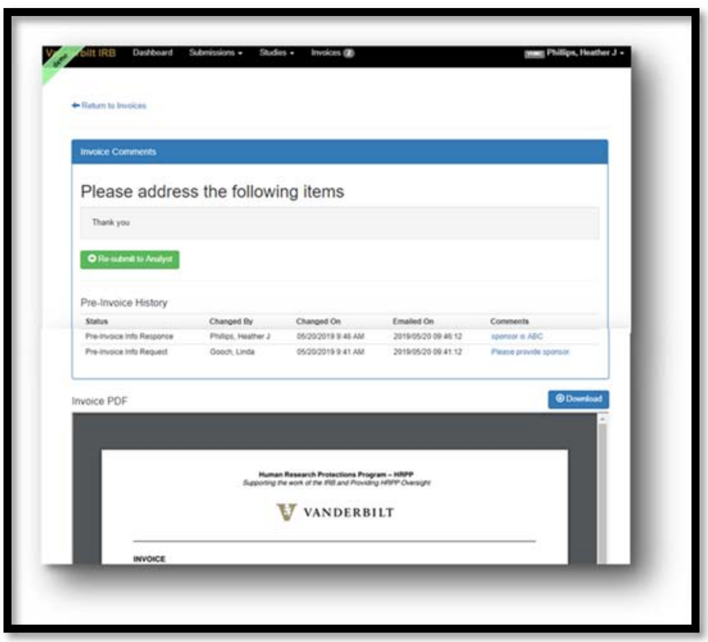
<u>Pre-Invoicing Communications</u>:

- After an invoice has been disputed by the study team, a VHRPP Invoicing administrator will communicate via DISCOVR-e to resolve the dispute.
- The communication process is modeled after the pre-review communication process:

1) DISCOVR-e will send an email notification of pre-invoice information requested.



2) Study staff will log into DISCOVR-e to access the comments.
3) Study staff will click the green re-submit to analyst button to include response text to the billing analyst.



4) Upon review of the comments, VHRPP may waive the invoice fee, defer the invoice until a center number is provided, or send a final invoice.
   - Request for waiver must be approved by VHRPP.

Questions? Email VHRPPinvoicing@vumc.org for assistance.

Regulatory analysts are not responsible for resolving invoice issues.