

Please note that this has been bcc'd to a long list of individuals, please do not reply all.

Dear VCC collaborator,

As is the required annual practice for Federal Charge-back Cores within the Medical Center, we are updating our services and rates for the new fiscal year. These updated rates will be in effect starting September 1st, 2022. This standard process ensures that we are accurately transferring back to our Core users the expenses we incur supporting their projects. As we operate as a revenue-neutral center, our rates change as our actual costs change. Hours will be rounded to the nearest 15 minutes. *(For more information on Core policies and procedures, [click here](#))*

Updated VCC Service Offerings

VCC Service	Hourly Rate	Associated Personnel	Brief Description
Project Management	\$109 (previously \$107)	Directors, Clinical Research Navigators, Clinical Trial Operations Managers & Division/Team Managers	Project funding exploration & matching, support with study design & protocol development, National/Data Coordinating Center project management, VUMC study site activation, liaison to applicable regulatory bodies, strategic consultation & operational recommendations, oversight of external VUMC participating study sites
Project Coordination	\$91 (previously \$87)	Clinical Research Administrative Assistants, Clinical Research Project Coordinators, Clinical Research Coordinators, Clinical Research Nurse Specialists, Clinical Research Data Specialists, Application Specialists & Business Intelligence Analysts	Support to include regulatory, data, VUMC central office approval, specimen collection and processing, order creation, coordination of study visits all with multiple levels of complexity. Also supports the creation, editing of study or operational databases as well as generation and/or resolution of queries and data cleaning and data visualization for business needs.
Financial Accounting/Compliance	\$103 (previously \$100)	Financial Analysts & Business Managers	Budget development, negotiation & tracking; development & tracking of payment terms; general ledger reconciliation; external invoicing initiation & follow-up; financial analysis & forecasting; contract and order requisition processing
Research Study Translation Service	\$86	Bi-lingual Spanish Speaking Personnel	English to Spanish document translation for research studies

	(previously \$79)	(Fluent, both verbal and written in English and Spanish)	(ICFs, study flyers, surveys, forms, emails and other study-related documents); Spanish interpreter service
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What is goal behind offering various services and rates?

The VCC’s mission is to provide flexible, comprehensive support to investigators at VUMC for clinical discovery. We have a unique ability to match the appropriate level of staff experience to each unique project. Additionally, we can incorporate various levels of expertise throughout each trial stage in order to preserve resources & accurately assign responsibilities.

What do I need to do?

New rates will automatically go into effect as of September 1st, 2022. Any work completed prior to September 1st, 2022 that is not able to be billed (due to the lack of an active, available center in iLab) will be billed according to our updated services and rates. Therefore, as long as you have an active center in iLab, we will not need for you to do anything additional on your end.

Who can I contact if I have immediate questions that need to be answered?

We are committed to you, your research, and to ensuring that all of your questions are answered. We would like to encourage you to reach out if you have outstanding questions or concerns. All financial related questions can be directed to our Financial Manager, Yoli Perez (yoli.perez@vumc.org or vccfinance@vumc.org) Please send all requests regarding new operational initiatives to our central intake team found at <https://vcc.vumc.org/request-a-service/> or either VCC Division Directors.

What do I need to do in order to request services or consultation for a new project?

We will continue utilizing our service request process on our website (<https://vcc.vumc.org>) to assist with prioritizing, tracking, and cross-covering all new inquiries. We encourage you to reach out to us using this method in order to setup a consultation to discuss a new study.

We are grateful for your commitment to advancing discovery and thank you for entrusting us with your research. We appreciate your continued support.

Warmest regards,

Jill Janssen, BSN, RN
Director
Vanderbilt Coordinating Center,
Local Support Services and Business Intelligence
and Informatics (B2i)

Jessica B. Collins
Director
Vanderbilt Coordinating Center,
Program for Investigator Initiated Trials and
Auditing, Compliance and Education (ACE)

Todd W. Rice, MD, MSc
Associate Professor of Medicine
Allergy/Pulmonary & Critical Care
Vanderbilt Coordinating Center Co-Medical
Director

Sean P. Collins, MD, MSc
Professor of Emergency Medicine
Vanderbilt Coordinating Center Co-Medical
Director

