



R&D SOP092: Management of Research Accounts

## Document Title: Management of Research Accounts

Document Number: R&D SOP092

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### Summary of Amendments

| Version Number | Modification:      |
|----------------|--------------------|
| 1.0            | SOP to be reviewed |
|                |                    |
|                |                    |



### **Key Points of this Document**

- This document sets out the procedures to be followed by all Royal Papworth Staff who are signatories of research accounts at Royal Papworth Hospital NHS Foundation Trust.

## **1 Purpose and Contents**

- a. All commercial (Sponsor) and non-commercial research income, which is not a genuinely charitable donation and is connected with the Trust is held within research accounts and will be managed by the R&D Department on behalf of Royal Papworth Hospital NHS Foundation Trust. The set up and closure of these accounts will be managed by R&D in conjunction with the Finance Department.
- b. All money held in a Papworth research account is the property of the Trust and is not owned by any individual who may have been involved in securing the money or the study that the money relates to.
- c. This procedure will detail the process for setting up a research account, managing income and expenditure through a research account, review of research accounts and closure of a research account

## **2 Roles & Responsibilities**

- a. This Policy applies to all personnel who are signatories of research accounts at the Trust.

## **3 Policy**

- a. This SOP is mandatory and, as per the Trust's Information Governance and Records Management framework, non-compliance with it may result in disciplinary procedures.

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## 4 Procedure

- a. All research related income from grants and study related income must be paid into a research account.
- b. Any donations that are made specifically for research are placed in a designated charitable account. These funds are administered by the charity with oversight R&D Department, and are subject to the same terms and conditions as other research money. Donations can not be credited to a research account.
- c. Research Account Set Up
  1. To open a research account the finance department will need to provide evidence of the funding arrangements for the study, a copy of the study agreement and also details of any staff salaries that will be supported by the account.
  2. A Research Account may be opened to manage income from a portfolio of studies especially when this is from commercial studies and staff salaries are to be supported from the account. Advice must be sought from Finance and R&D as to whether a single or multiple study account should be opened.
  3. A completed Authorised Signatory Form is required by the Finance Department to open and activate any type of research account
  4. Research grant/account holders will be required to authorise all expenditure from the research accounts and to ensure that the hospital's service budget is reimbursed for any research only tests or treatment costs.
  5. Finance will maintain a record of all transactions posted to the Trust's General Ledger (provided by NHS Shared Business Services) and report on a monthly basis to account signatories.
- d. Account Signatories
  1. Up to three account signatories plus a member of R&D can be assigned to a research account.
  2. It is the responsibility of the account signatories to manage the account
  3. One account signatory will be named as the main account holder
  4. If the Study Investigator or Main Signatory of the Research Account leaves the Trust the money remains in the control of the Trust.
  5. If the money is linked to a Grant, and it has been agreed that control of the Grant will be transferred to another organisation then this will be arranged by the R&D Department in consultation with the Finance Department
  6. Money held in Research Accounts is not the property of the account signatories, and if the money is not linked to a Grant the money will remain at the Trust and new account signatories will be nominated. If no suitable new signatories can be identified

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then the account will be closed and any remaining funds will be transferred in to the Director of R&D Research Support account (147546).

## e. Managing Income and Expenditure through a Research Account

- It is the responsibility of all the account holders to manage the income and expenditure through the research account, support financial forecasting and to ensure that there are sufficient funds to cover the expected outgoings.
- The Finance department will send monthly account statements to assist with this. It is the responsibility of the signatories on the account to review the statements on a monthly basis.
- Invoices are raised through the R&D administrative group and issued through the Finance department. Invoices need to be requested and are not automatically generated.
- It is the responsibility of the account holders to ensure that the invoices are raised in accordance with the contract and the invoice value is correct before the invoice is raised.

## f. Review of Research Accounts

- All research accounts are subject to both internal and external audit review on an annual basis.
- The Trust has appointed external auditors to review the Trust accounts and they can include the research account in that annual review
- The R&D and Finance department also undertake an annual review and audit of the research accounts and report the findings of this review to the Clinical Director of R&D, Senior R&D Manager and the Chief Finance Officer.

## g. Research Account Expenditure

- Only studies approved by the R&D Governance team at Royal Papworth, or the Research and Development Directorate (RDD) meeting can incur expenditure against research accounts.
- Expenditure on a research account is expected to be in line with the study or grant plan and should not be less than 30% per financial year.
- If a study has not had a minimum of 30% expenditure during the last financial year the account will be reviewed and audited by the R&D and Finance department.

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The signatories will be required to provide a plan of expenditure, which will be reviewed by RDD. If there is no agreed plan the account will be considered dormant.

- If the account is considered to be dormant, then the account will be closed and the remaining funds transferred to the Director of R&D Research Support account (147546) to enable future Royal Papworth R&D activities, infrastructure or resources.

## h. Closure of a Research Account

- Written confirmation from the Sponsor that the study is complete must be obtained by the study clinical team. This will be retained on file, as documentary evidence of the closure of the research account and that there is no requirement for funds to be returned.
- The signatories on the account must ensure that all the income is distributed in line with the contract.
- If the research study is closed and money remains in the account, after all money owed to the Trust for research activities has been paid, then the account will be closed, and money moved to the Director of R&D Research Support account (147546).

## i. Staff Travel Expenses

- All reasonable travel expenses should get approval from R&D prior to booking and payment
- All reasonable travel costs will only be covered for economy or economy plus arrangements. Higher status arrangements can be made, but the difference between economy/economy plus and the required arrangements must be paid by the member of staff travelling.
- Accommodation claims can be made up to 4 star rated hotels. Higher star rated accommodation cannot be claimed against a research account.
- All expenses claims made against a research account must be associated with approved research activity undertaken at Royal Papworth Hospital. Any queries relating to claims made will be referred, in the first instance, to the Clinical Director of R&D. In their absence, or if the Clinical Director of R&D is the person making the claim, the query will be referred to Deputy Clinical Director of R&D or the Medical Director. The claim will be reviewed and if it is not going to be paid feedback provided.
- Mileage claims will be paid in line with the Trust's travel expenses procedure.
- All staff expenses claims must be made via the ePay portal

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## j. Patient Expenses

- Patient study related expenses claims must be submitted using the patient expenses claim form. Once completed the form must be submitted to either the R&D Operational Manager or the Senior R&D Manager for review and approval. Patient expenses claims can be paid via BACS, cheque or cash payments. If the claim is accepted following review the R&D Operational Manager or Senior R&D Manager should email the approved claim to the Finance department for payment.
- Payments are made by BACS on the next working Thursday and will take 3-4 working days to be received. Cheques are posted to the address provided on the claim form. Cash payment should be collected in person by the patient from the cashier's office. It is the responsibility of the Research Nurse or Clinical Trial Coordinator making the claim to ensure that the patient's name, address and, if required, bank account details, are all correct when the claim is submitted

## k. Staff Salaries

- Salaries for staff working on studies will be paid from the research salary account 147573. The account will be reimbursed for staff time spent on studies from the associated study research account. The recharged of salaries will be based on the whole time equivalent (wte) portion of the staff member's time spent on the study be undertaken. The transfers will be made following quarterly discussions with the Team Leader overseeing the study, R&D and Finance. These discussions can occur more frequently if the staffing arrangements are subject to significant changes ahead of the quarterly meeting.

## 5 Risk Management / Liability / Monitoring & Audit

- a. The R&D SOP Committee will ensure that this SOP and any future changes to this document are adequately disseminated.
- b. The R&D Department will monitor adherence to this SOP via the routine audit and monitoring of individual clinical trials and the Trust's auditors will monitor this SOP as part of their audit of Research Governance. From time to time, the SOP may also be inspected by external regulatory agencies (e.g. Care Quality Commission, Medicines and Healthcare Regulatory Agency).
- c. In exceptional circumstances it might be necessary to deviate from this SOP for which written approval of the Senior R&D Manager should be gained before any action is taken. SOP deviations should be recorded including details of alternative procedures followed and filed in the Investigator and Sponsor Master File.



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- d. The Research and Development Directorate is responsible for the ratification of this procedure.



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Further Document Information

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|---|---|------|--------|-----|--------------------|--------------------|-------|
| <b>Approved by:</b><br><i>Management/Clinical Directorate Group</i>   | Research and Development Directorate  |      |        |     |                    |                    |       |
| <b>Approval date:</b><br><i>(this version)</i>  | Current approved version date   |      |        |     |                    |                    |       |
| <b>Ratified by Board of Directors/ Committee of the Board of Directors:</b>   | STET  |      |        |     |                    |                    |       |
| <b>Date:</b>  | N/A   |      |        |     |                    |                    |       |
| <b>This document supports:</b><br><i>Standards and legislation</i>  | Medicines for Human Use (Clinical Trials) Regulations 2004 and all associated amendments.<br>UK Policy Framework for Health and Social Care Research (2018) |      |        |     |                    |                    |       |
| <b>Key related documents:</b>   | Trust Research Policy<br>Trust Policy DN1 Document Control Procedures   |      |        |     |                    |                    |       |
| Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative, complete Equality Impact Assessment Form available in Disability Equality Scheme document DN192 and attach. |   |      |        |     |                    |                    |       |
| <b>Groups</b>   | Disability  | Race | Gender | Age | Sexual orientation | Religious & belief | Other |
| <b>Yes/No</b>   | NO  | NO   | NO     | NO  | NO                 | NO                 | NO    |
| <b>Positive/Negative</b>  |   |      |        |     |                    |                    |       |
| <b>Review date:</b>   | DATE  |      |        |     |                    |                    |       |

I certify the contents of this SOP has been reviewed and ratified

DocuSigned by:  
*Patrick Calvert*  
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04-Apr-2023

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Signed by Dr Patrick Calvert, Clinical Director of R&D

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Date