

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Establishing an Account with IMR</b>	No. 700	
		Effective Date 4/14/09	
		Revision Date 8-21-13	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

**Purpose**

To establish IMR's policy on establishing an account.

**Scope**

IMR Investigators

**Policy**

Upon the full execution of a CRADA, Grant Award or other study-related agreement, an account is opened in the Investigator's name to be utilized for research expenditures.

When the Investigator's research protocol has been approved by the appropriate Durham VA Research Committees, the account then becomes active and appropriate research expenses may be submitted by the Investigator and/or his/her designee(s).

The protocol approval process may be addressed at the same time the agreement is being negotiated between IMR and the funding agency. Early notification to IMR of a potential research agreement may expedite the negotiation process. Although initial funding may be received prior to the approval of the protocol, funding cannot be utilized until the protocol has received all necessary approvals.

Each account is coupled with an active project but there are no limits to the number of accounts an Investigator may establish. Upon completion of a project and payment of all associated expenses, any remaining funds that are not required to be returned to the Sponsor may be moved into a miscellaneous account for research use. See the IMR Policy on Residual Funds for details.

At the beginning of each month, a detailed account statement for each account will be provided if there is activity in the prior month. Information is listed in chronological order and subsequent months are added to give the activity for the entire accounting year. If there is no account activity then statements are sent on a quarterly basis.