IRB invoices are paid using a specialized form in UShop.

1. Receive the IRB invoice

After the Institutional Review Board reviews a sponsored research project, they send an invoice to the requesting department through ERICA. To pay this invoice, complete the IRB form found in UShop.

2. Locate the IRB Invoice Submission form in UShop.
3. Open the IRB form and complete the required fields.

Note that the information required on the IRB form in UShop is provided on the invoice received through ERICA. The information provided on the Invoice may be copied and pasted onto the UShop IRB form.

4. Complete the Transaction in UShop

When the IRB form is complete, select Add and go to Cart in the upper right corner of the form. Click Go.

Once back in the cart, click Proceed to Checkout, and complete as with any UShop requisition.

The invoice will be paid per the Accounting Distribution you provide on the Checkout page.