

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.

INSTITUTIONAL REVIEW BOARD
 THE UNIVERSITY OF UTAH
75 South 2000 East Salt Lake City, UT 84112 | 801.581.3655 | IRB@utah.edu

IRB: IRB_00000000 (Sample only)
PI: Prince Pal Investigator
Title: Sample Study Title
Date: 6/5/2018

INVOICE
 Thank you for your IRB submission. This invoice represents a fee-for-service provided by the IRB for review of for-profit, sponsored research. These fees are subject to the University indirect cost rate. Information regarding this process can be found at <http://irb.utah.edu/fees.php>.

For questions regarding this invoice, please call (801) 581-3655.

| PAYMENT METHOD | INSTRUCTIONS | AMOUNT | | | | | | | | | | | | |
|-------------------------------------|--|-------------------------|----------|-------------------|--------------|---------------------------------|-------------------------|--------------------|--------------------|--------------------|----------------------|-------------------------|-------------------|----------------------|
| Payment by Check | Sponsor pays directly to the University of Utah IRB: Institutional Review Board University of Utah 75 South 2000 East Salt Lake City, Utah 84112 | \$ Sample Only | | | | | | | | | | | | |
| Electronic Payment via UShop | Click here to log-in to UShop: http://ushop.utah.edu/ Complete the UShop Form with the following information: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>IRB Invoice Date</td><td>6/5/2018</td></tr> <tr><td>IRB Number</td><td>IRB_00000000</td></tr> <tr><td>Responsible Investigator</td><td>Prince Pal Investigator</td></tr> <tr><td>Study Title</td><td>Sample Study Title</td></tr> <tr><td>Type of Fee</td><td>New Study Review Fee</td></tr> <tr><td>Total Fee Amount</td><td>\$ Sample Only \$</td></tr> </table> | IRB Invoice Date | 6/5/2018 | IRB Number | IRB_00000000 | Responsible Investigator | Prince Pal Investigator | Study Title | Sample Study Title | Type of Fee | New Study Review Fee | Total Fee Amount | \$ Sample Only \$ | \$ Sample Only |
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| Responsible Investigator | Prince Pal Investigator | | | | | | | | | | | | | |
| Study Title | Sample Study Title | | | | | | | | | | | | | |
| Type of Fee | New Study Review Fee | | | | | | | | | | | | | |
| Total Fee Amount | \$ Sample Only \$ | | | | | | | | | | | | | |

F&A of 36.5% will be charged to the order.

This is a replacement system for the paper campus order. Campus orders will no longer be accepted.

2. Locate the IRB Invoice Submission form in UShop.

Place an Order
↻ ?

- Campus Store Walk-in PO Request
- Campus Store UTech Quote Submission
- Catering or Conference Purchase Request
- Change Order Request
- Chartwells Catering
- Chartwells Walk-in Dining
- Ethyl Alcohol Order Form
- GE (General Electric) Non-Catalog Form
- IRB (ERICA) Invoice Submission
- Non-Catalog Purchase
- OSL (Office of Software Licensing) Softw...
- PO Renewal
- Positively U Gift Card/Ticket Purchase R...

3. Open the IRB form and complete the required fields.

IRB (ERICA) Invoice Submission Available Actions: Add and go to Cart **Go** **Close**

IRB/ERICA Invoice Submission Form

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

UShop MARKETPLACE
UShop Operations
University of Utah
201 S. President's Circle,
Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

Provide additional info or notes (if any) for the IRB in the box below.

1500 characters remaining expand | clear

Form Instructions:
Use this form to pay a study review invoice for the Institutional Review Board (IRB). Use the invoice you received via email from the IRB to complete this form. A copy of your invoice can be obtained by accessing the study in the ERICA system.

IRB Invoice Info

IRB Invoice Date mm/dd/yyyy

IRB Number

Responsible Investigator

Study Title

500 characters remaining expand | clear

Type of Fee

Total Fee Amount

Institutional Review Board
University of Utah
75 S 2000 E
Salt Lake City, UT 84112
(801) 581-3655
irb@hsc.utah.edu
ERICA system
IRB website

Supplier INSTITUTIONAL REVIEW BOARD (IRB)

Fulfillment Address USHOP IRB:
75 S 2000 EAST
SALT LAKE CITY,
UT 84112 US

Supplier Phone +1 801-581-3655

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

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| Amount | | | | | | | | | | | | | | | | | | |

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.

Available Actions: Add and go to Cart **Go** **Close**

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.

Proceed to Checkout or **Assign Cart**