Glossary of Terms:

- CTA – clinical trial agreement
- CTMS – clinical trial management system
- Direct Cost - An expense that can be traced directly to a specific cost (CT scan, MRI).
- External Budget - A budget between the institution and an external funding sponsor or agency.
- Hospital ChargeMaster: List of all possible costs associated with activities conducted in routine clinical care
- Indirect Costs - Money paid to the institution for infrastructure costs (lights, maintenance, water, etc.).
- Internal Budget - A budget that provides an estimation of revenue and expenses over a specified period of time, used for internal purposes.
- Invoiceables - Items or services that can be invoiced or billed to a sponsor.
- Milestones - visits or time points that research activities occur
- OCS – OnCore calendar services
- OnCore – UAB’s clinical trial management system
• Pending Account: Account automatically created by Financial Affairs with the submission of the Contract to OSP and distributed to the Award Manager to enable the immediate application of costs associated with Study Start-up

• Protocol-related budget – Elements that are not related to a calendar visit

• Research ChargeMaster: Consolidated list of costs typically conducted in clinical research studies

• Standard Fee Schedule: Recommended baseline costs to be included in clinical trial budgets for non-clinical activities

• Study calendar - when a protocol’s subjects will be seen (visits) and what will be done during each visit (events)

• Subject-related budget – Elements associated with the study calendar

**Commonly Used Websites:**

- Standard Fee Schedule: [https://www.uab.edu/medicine/ctao/investigators/policies-procedures](https://www.uab.edu/medicine/ctao/investigators/policies-procedures)

- Institutional Fees: [https://www.uab.edu/research/home/osp-industry-projects/clinical-trials/fees](https://www.uab.edu/research/home/osp-industry-projects/clinical-trials/fees)

- Pending Account: [https://www.uab.edu/medicine/ctao/images/Guidelines_for_Pending_Accounts_for_Clinical_Trials_08-12-16.pdf](https://www.uab.edu/medicine/ctao/images/Guidelines_for_Pending_Accounts_for_Clinical_Trials_08-12-16.pdf)

- F&A Rate Table: [https://www.uab.edu/research/home/osp-researchers-toolkit/facilities-and-administrative-costs/federally-negotiated-rate-table](https://www.uab.edu/research/home/osp-researchers-toolkit/facilities-and-administrative-costs/federally-negotiated-rate-table)

- Clinical Trial F&A Rate Decision Tree: [https://www.uab.edu/research/home/osp-researchers-toolkit/facilities-and-administrative-costs/clinical-trial-fa-rate](https://www.uab.edu/research/home/osp-researchers-toolkit/facilities-and-administrative-costs/clinical-trial-fa-rate)
• Required Documents Tool: https://www.uab.edu/research/home/osp-researchers-toolkit/forms/required-documents

• Researcher’s Tool Kit, including internal budget template and Cost Sharing Commitment Form: https://www.uab.edu/research/home/osp-researchers-toolkit/forms