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Calgary Centre for Clinical Research



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Clinical Research Invoicing Changes

To Clinical Research Teams

This is to inform you of changes to the invoicing processes of Finance - Accounts Receivables.

Clinical Research Invoicing

- As of October 15th, research teams are responsible for entering invoicing information into the PeopleSoft system.
- Invoice requests will no longer be accepted by Finance and the Invoice Request form is no longer available in the Finance Form library.
- Finance has developed [reference guide](#) to enter the invoice. Please review and follow this guide for any invoice submissions except for invoices related to clinical trials.

Clinical Trial Invoicing

- Finance has agreed to temporarily continue to accept invoicing requests for clinical trials until this process is automated.
- Invoicing automation for clinical trials is expected to become available once an interface between the Clinical Trial Management System OnCore and PeopleSoft has gone live (expected for February/March 2022). All clinical trial teams are encouraged to schedule their training on the [OnCore CTMS](#) and request for their active studies to be moved into [OnCore](#) by reaching out to oncoresupport@ucalgary.ca

- Prior to the OnCore-PeopleSoft interface going live, the attached Invoice Request Form can be used for clinical trial related invoices only. Submitted forms must clearly indicate that the invoice request is clinical trial related.

Please note that Account Receivable will continue to invoice for grant milestone payments as per contracts or agreements provided to RSO-Project Maintenance (these do not require invoicing requests).

The Calgary Centre for Clinical Research

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