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## SWOG Site Payments Frequently Asked Questions (FAQ)

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### **1. Where do I find information on payment amounts and instructions for each study?**

Payment amounts and instructions are listed on each individual study's funding memo. The funding memo for each study is available on the CTSU website ([www.ctsu.org](http://www.ctsu.org)) under the 'funding information' tab.

In addition to the standard federal and non-federal amounts, funding memos may also include line item amounts such as "Federal Other\*" or "Federal DCTD Special." More information on these payments (such as eligibility, physical payment, etc.) can be found in the "Study Specific Notes" section.

### **2. Do sites need a contract or scope of work with SWOG?**

Beginning on March 1<sup>st</sup>, 2019, all sites that receive (or could receive) payments directly from SWOG will need separate fixed-price subawards for NCTN and NCORP funded study activity. The old process involved Purchase Services Agreements (PSA); however, per the NCI mandate, this process will now transition to fixed-price subawards. Non-federal study activity will continue to flow through SWOG-CTP on the PSA each site has with them.

Additional federal funding outside of the NCTN and NCORP grants (RO1, etc.) will continue to be distributed through the current PSA with SWOG at OHSU. Additional federal funding will indicate a separate funding source on the study funding memo.

*Please review page one of this packet titled "SWOG Financial Agreements: What You Need to Know" for more details.*

### **3. Do sites need to invoice SWOG for study activity?**

SWOG does not typically make study activity payments to sites from an invoice. Payment for study activity is automatically triggered as indicated on the study's funding memo.

Some funding items may require an invoice; however, such a request is not typical. The notes section for each such item will indicate if an invoice is required.

### **4. How are payments triggered?**

Payment triggers for each study activity are listed on the study's funding memo.

Generally, federal base intervention payments are triggered by the enrollment of the patient. Federally-funded biospecimen and other ancillary payments from federal funding are usually triggered by entering the submission dates in the 'Funding' tab in OPEN on the CTSU website.

Non-federal funding and additional federal funding (non-NCTN or NCORP) payment triggers are listed in the notes section for each type of submission or activity. Usual payment triggers include submission of data into SpecTrac or submission of a particular activity form. SWOG encourages each site to review the funding memo for payment triggers prior to opening a study.

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### **5. Are biospecimen and other ancillary submission payments made per submission or per enrollment?**

Payments for biospecimen and other ancillary submissions are usually paid as a one-time payment per enrollment for the amount listed of each specific type of submission or activity. The one-time payment will be triggered with the first time point, unless otherwise stated on the funding memo.

Some study activities will have payments at multiple time points and are triggered accordingly. In this case, the activity time points and payment amounts will be listed on the funding memo under the 'study component description' column in the table and/or in the notes for that particular funding activity.

### **6. Are the activity payments for submission of biospecimens and other ancillary items such as images meant to cover the cost of the procedure or test for the patient?**

Not usually. Biospecimen and imaging submission payments are usually meant to cover the cost to the site associated with the submission (i.e. labor, supplies, postage or shipping, etc.).

If a study has a non-standard of care procedure or test, the funding for the study should include a payment to cover the cost of that procedure and test. This information is available on the study's funding memo, coverage analysis and protocol. SWOG encourages each site to review the funding memo, coverage analysis, protocol, and evaluate their local coverage prior to opening a study.

### **7. How long does it take to receive payments?**

Payment for study activity is typically mailed to the site within 1-3 months from the date of the payment trigger. Some payments may take longer depending on the funding source for that particular activity.

Please contact [FedSitePayments@swog.org](mailto:FedSitePayments@swog.org) if your site has missing federal payments for activity past 6 months. Contact [Finance@thehopefoundation.org](mailto:Finance@thehopefoundation.org) for missing non-federal payments.

### **8. Where do the payment checks come from?**

Payments for study activity will be paid to the site from the NCTN Group credited with the enrollment. If SWOG is credited with an enrollment, payments will be distributed as described below:

Main members and affiliates – Federal payments will be distributed by OHSU, the fiscal manager for SWOG's federal grants. Payments for non-federal funds are distributed by SWOG-CTP.

Components of main members or affiliates – Both federal and non-federal funds will be distributed to the site by the site's main member or affiliate. Please contact the head CRA for the site's main member or affiliate for specifics details.

LAPS and NCORP sites – Most federal funding for study activity for LAPS and NCORP sites will be available to the site via their grants with NCI. Please contact your site's LAPS or NCORP grant coordinator for more information. Federal funds that are not part of the site's LAPS or NCORP grant, as well as Non-federal funds, will be distributed as indicated above for main members and affiliates.

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### **9. How does SWOG determine where payment checks are mailed?**

The payee address is determined during the subaward agreement process. If the payee address changes for your site, please notify the funding contacts for both federal and non-federal funding.

### **10. How are payments handled if a site participates in a study from a different NCTN group?**

If a site participates in a non-SWOG led study through NCTN and credits SWOG for the enrollment, the federal and non-federal funds are typically distributed by SWOG.

The federal funds, in this case, will be paid through SWOG's own grant; consequently, federal funds will generally be paid within the same time period as with SWOG led trial participation.

The non-federal funds are passed from the Lead NCTN Group to the credited NCTN Group for distribution. Consequently, non-federal funds will likely take longer to distribute than SWOG trial participation.

### **11. Who should I contact if I have questions?**

The contact for federal and non-federal funding is listed on each of the study funding memos. Currently the contacts are as follows:

#### Federal Funding Questions Contact:

Pat Mize

Grants & Contracts Manager (SWOG GCO)

Phone: (503) 418-4533

[FedSitePayments@swog.org](mailto:FedSitePayments@swog.org)

#### Non-Federal Funding Questions Contact:

Mariela Pucci

Sr Accounting Specialist (SWOG-CTP)

Phone: (734) 998-6883

[Finance@thehopefoundation.org](mailto:Finance@thehopefoundation.org)

General funding or National Coverage Analysis (NCA) questions? Contact [funding@swog.org](mailto:funding@swog.org)