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Information sheet for contractual partners - budget design

Dear Sir or Madam

The following regulations apply to contracts with the University Hospital Düsseldorf (UKD) in the commercial sector. We kindly ask you to integrate them before sending a draft of the CTA to the UKD.

1. Full costs

The UKD is obliged to observe the European Commission's Framework on State Aid for Research, Development and Innovation of 19.10.2022 ((2022/C 414/01)). With regard to R&D services or research services under contract, no inadmissible state aid is passed on to the commissioning company if the research institution receives appropriate remuneration for its services. This applies in particular if the research institution provides its services at the usual market price or if the agreed price is calculated on a full-cost basis. Due to the fact that market prices have to be collected and documented in a complex procedure throughout the EU, the UKD follows the simpler variant of full cost calculation. The full costs include direct, project-related costs (such as personnel, material and travel costs), indirect costs (such as electricity, room rental, etc.) and a profit mark-up.

2. Overhead

The UKD has an overhead deduction of 25% for contract research projects. In order to achieve full cost coverage at the performing center, an overhead surcharge of 33.4% is necessary.

3. Start-up Fee

For the administrative preparation of the research project/study, a one-off, non-refundable start-up fee of an appropriate amount must be paid to the UKD (at least €500). It should be noted that a separate start-up fee for collaborating units such as pharmacy, radiology, nuclear medicine, etc. must be included in the respective, separately mapped budget of the unit. This must be paid in full after the study has been initiated. In the event of a sponsor-initiated discontinuation of study preparations prior to the conclusion of the contract, the budget should include a gradual payment of the start-up fee, depending on the services provided up to this point.



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4. Patient travel costs and patient expense allowances

If the budget includes patient travel costs and/or patient expense allowances, these must be presented separately and not integrated into the patient visit fee. If the billing of these costs is to be handled by the trial center, the budget should include compensation for this extra work.

5. Payment in the event of premature termination

In the event of premature termination of the contract, the contractual partner of the UKD shall pay the remuneration due within the framework of the contract budget for the work actually carried out prior to termination, as well as for non-cancellable liabilities incurred by the UKD in order to fulfill its contractual obligations.

6. Set-down Fee

A one-off, non-refundable set-down fee (also possible as a separate close-out and archiving fee) must be paid to the UKD for the preparation and realisation of the close-out visit, as well as for the preparation of the documents for archiving, the actual archiving process and document destruction.

7. Sales tax

In the commercial sector, the UKD is generally obliged to pay sales tax at the legally stipulated rate. Therefore, please state the remuneration in the contract as net amounts plus any applicable VAT.

If the recipient of the service is based in Germany, the invoices will include VAT. If the service recipient is based outside the EU, the invoices are shown without VAT and the service recipient is responsible for paying VAT in its own country (e.g. reverse charge in the EU).

In the case of the reverse charge procedure, the UKD requires the recipient's entrepreneur certificate.

8. Audits and inspections

Remuneration for the time spent by audit personnel on audits and inspections should be included in the contract. The remuneration should correspond to the current hourly rates (see point 9).

9. Hourly rates

The hourly rates included in the budget should correspond to the current hourly rates of the UKD (based on GOÄ). We will be happy to provide you with these on request.

If you have any questions, please contact the Site Support of the KKS Düsseldorf (Team Lead: Dr. Jessica Tönjann, sitesupport@med.uni-duesseldorf.de, 0211 81-16142).

Yours sincerely



Dr. Andreas Stöhr
Managing Director