



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **July 22nd, 2025**

Title: **Activation Bonus**

Version Date: **July 22nd, 2025**

SOP Number: **SM54**

PURPOSE: The purpose of this standard operating procedure (SOP) is to outline the process for allocating and dispersing funds from activation bonuses negotiated in a clinical research budget with industry sponsors.

SCOPE: This standard operating procedure applies to all clinical research studies that have acquired an activation bonus during the budgeting and contracting process.

PERSONNEL RESPONSIBLE: Principal Investigators (PI), Sub-Investigators and study teams supporting clinical trial activation. The Clinical Research Center (CRC) can provide varying levels of support as part of expedited activation. This support will include coverage analysis and may include budget negotiations, regulatory submission, and project coordination as requested.

DEFINITIONS: Activation bonus: compensation offered by a clinical research sponsor to the University of Nebraska Medical Center (UNMC) to activate a clinical research study in a defined period of time. Usually, this time is determined by the sponsor.

PROCEDURES:

1. CRC staff is notified that a sponsor has offered an activation bonus for the study.
2. CRC staff will prioritize the study and complete the necessary work to meet the activation goal.
3. When the activation goal is met and the bonus is received, the CRC will apply the following percentages to the activation bonus based on the services provided by the CRC. The percentages are based on the base funding of the activation bonus and are not inclusive of overhead/F&A.
 - a. 30% -Coverage analysis
 - b. 40%- Coverage analysis + one additional service
 - c. 50%- Coverage analysis + two additional services
 - d. 60%- CRC performs all activation services
4. Funds allocated to the CRC from activation bonuses will be placed into an account solely used for the following activities:
 - a. Professional development (i.e. conferences)
 - b. Certifications
 - c. Educational resources (i.e. CITI trainings funded by CRC)
5. All requests for usage of activation bonus money must be reviewed and approved by the CRC Leadership team and comply with the intended use defined above. Identify the type of study.



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Department Approval:

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