



Financial Newsletter

Year 10 - Issue 002

Hello IMPAACT CTU PI's, CRS Leaders, CTU and CRS Coordinators, Financial and Administrative Contacts:

We understand that there have been many changes in the recent months and we appreciate your patience and understanding through this time.

We hope that the information outlined in this newsletter is helpful and we look forward to seeing you at the annual meeting this June.

Thank you

Alexis Henninger
IMPAACT Financial Manager

IN THIS ISSUE...

- **Changes in the JHU Financial Office**
- **JHU central email addresses**
- **Preliminary details regarding PROMISE funding following completion of participant follow-up**
- **Annual Meeting Information**

CHANGES IN THE JHU FINANCIAL OFFICE

As many of you know, Jackie Lizotte is no longer the Assistant Director of IMPAACT Finance & Contracts. Alexis Henninger has stepped into Jackie's role and is now the main contact for all IMPAACT related financial and contractual concerns. Alexis has worked with IMPAACT since June 2014. She is well versed in protocol funds disbursement and has great experience with review of invoices, budgets, and other PF related items.

Mary Price has moved on from her position at IMPAACT as well. Please direct any specific questions or concerns regarding task orders, master member agreements, memos of understanding, and subagreements to Kim Enders. Kim Enders has been a vital aspect of the IMPAACT team since she joined in August 2014 and is fully prepared to assist with all your contractual concerns.

We appreciate all your kind words and understanding during this transitional time. If there are any outstanding issues please contact Alexis and we will do our best to respond as efficiently as possible.

JHU CENTRAL EMAIL ADDRESSES

In order to best serve you, answer all inquiries, and review invoices in the most effective way, there are central email boxes set up at JHU. The JHU financial staff has access to check these emails so even if someone is out of the office your email will be addressed. It is our goal to answer all emails within 24 hours of receipt.

Please send all Protocol Funding (PF) related requests to IMPAACT-Subs@jhmi.edu. This includes all invoices as well as any PID logs that you may want to have checked prior to invoice submission.

New in grant year 10, there is a central email address for all IMPAACT Leadership invoices (to include protocol chairs/vice chairs, scientific committee chairs/vice chairs, and SLG members). Please direct these invoices and any leadership inquiries to IMPAACT-LOC@jhmi.edu.

PRELIMINARY DETAILS REGARDING PROMISE FUNDING FOLLOWING COMPLETION OF PARTICIPANT FOLLOW-UP

As directed in prior team communications, all follow-up visits for PROMISE studies 1077HS, 1077BF, and 1077FF be completed prior to the end of Year 10. IMPAACT will provide close-out funds to all sites with PROMISE participants for a period of eleven (11) months following completion of participant follow-up. These funds are provided to assist sites in answering queries, data clean-up, etc. Funds will be provided on a cost-reimbursable basis. Each site will need to submit a budget and justification for these close-out costs. JHU financial staff will reach out to all sites by the end of June 2016 to request close-out budgets. A total approved budget amount will be provided when the detailed budget is requested. Please see below for further detail.

1077HS – All follow-up visits should be completed by August 31, 2016. Sites will receive close-out funding equal to approximately 25% of their average Year 9 and Year 10 expenses, pro-rated for the months of September through November 2016. Sites will then receive close-out funding equal to approximately 20% of their average Year 9 and Year 10 expenses, pro-rated for the months of December 2016 through July 2017.

1077BF and 1077FF – All follow-up visits should be completed by September 30, 2016. Sites will receive close-out funding equal to approximately 30% of their pro-rated average Year 9 and Year 10 expenses for the months of October and November 2016. Sites will then receive close-out funding equal to approximately 20% of their average Year 9 and Year 10 expenses, pro-rated for the months of December 2016 through August 2017.

ANNUAL MEETING INFORMATION

The IMPAACT Annual Meeting will be held in collaboration with the HIV Prevention Trials Network (HPTN) on June 12-17, 2016 at The Crystal Gateway Marriott in Arlington, Virginia.

The Johns Hopkins University Finance and Contracts team has set aside time to meet with each Clinical Trials Unit (CTU) at the annual meeting. All CRSs from your CTU should attend during the same meeting time so that all related questions can be addressed.

We will have a conference line available during all meetings so that financial and administrative team members can call in from your site(s). We will not be able to provide meeting handouts in advance. Please consult your annual meeting agenda for meeting locations.

The following time slots are available:

Monday, June 13, 2016

Meeting 1 9:50 a.m. – 10:35 a.m.
Meeting 2 10:40 a.m. – 11:25 a.m.
Meeting 3 11:30 a.m. – 12:15 p.m.
Meeting 4 1:00 p.m. – 1:45 p.m.
Meeting 5 1:50 p.m. – 2:35 p.m.
Meeting 6 2:40 p.m. – 3:25 p.m.
Meeting 7 3:30 p.m. – 4:15 p.m.

Tuesday, June 14, 2016

Meeting 8 9:00 a.m. – 9:45 a.m.
Meeting 9 9:50 a.m. – 10:35 a.m.
Meeting 10 10:40 a.m. – 11:25 a.m.
Meeting 11 2:30 p.m. – 3:15 p.m.
Meeting 12 3:20 p.m. – 4:05 p.m.

All time slots will be filled on a first come, first served basis and will be held strictly to 45 minutes. We will add more time slots as the scheduled times above are filled.

Please fill out the attached request form and submit to ahenninger@jhu.edu. We will do our best to schedule meetings at one of the requested times.

IMPAACT FINANCIAL STAFF LISTING

Alexis Henninger
JHU Financial Manager

ahenninger@jhu.edu
410-502-6527

Kim Enders
Sr. Research Service Analyst

kenders1@jhmi.edu
443-287-0043

Anna Dent
Research Service Analyst

adent4@jhu.edu
443-287-5966

Erin Infanzon
Clinical Research Assistant, SUNY

erin.infanzon@stonybrookmedicine.edu
631-444-8832

Group Email for PF Related Information
Group Email for Leadership Related Information
Group Fax

impaact-subs@jhmi.edu
impaact-LOC@jhmi.edu
443-287-2837