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**Subject: CTMS Start-up and Amendment Fees**

In order to provide service to our growing clinical research community, a CTMS start-up fee will be added to all externally-funded studies. These fees are not accounted for in the University's indirect cost base as they are directly related to a per protocol licensing fee agreement with our CTMS vendor. Additionally, as Protocol Amendments are issued that impact the CTMS configuration, a CTMS amendment fee is also required.

Sincerely,

*Jason Cline*

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