



Clinical Research Financial Health

A practical guide for research site leaders and coordinators



Connect study activity, budget terms, invoices, and payments through a repeatable financial routine. Use practical checks to separate uncertain records from supported findings and give every open item a next action.

Practical decisions • Worked examples • Six worksheets

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Illustrations depict fictional professionals. Includes a separate interactive browser companion.

1 Follow the financial path

A completed visit is an operational fact. Whether it earns a payment depends on the agreement. Whether the amount has been requested, received, and allocated depends on separate financial records. Keep those steps connected without treating them as interchangeable.

The five questions

- What activity occurred, and what evidence supports it?
- Which effective budget term applies, and are its conditions met?
- Was payment requested through the required mechanism?
- Was money received and matched to the correct obligation?
- What specific action remains, and who owns it?

Category	Meaning	Next action
Potential Unbilled	Supported, eligible activity not yet invoiced where an invoice is required.	Prepare or validate the invoice request.
Outstanding A/R	Issued invoice balance after applied payments and approved adjustments.	Check terms, disputes, and receipts before follow-up.
Unapplied cash	Received money not yet matched to the correct study or obligation.	Obtain remittance and allocate with review.
Data-quality exception	Missing, inconsistent, or duplicate information.	Correct records before relying on totals.
Validated leakage finding	Evidence-supported missed entitlement or shortfall after investigation.	Document the basis and route for recovery.

Do not add these categories together without checking overlap. A single item can move from unbilled to invoiced to paid. Updating its status prevents the same amount from being counted at multiple stages.

Try this today

Pick one recent visit. Ask the coordinator for the activity reference and Finance for the related invoice and payment record. If the chain cannot be traced, record the missing link as an exception with an owner rather than immediately naming a loss.

Assign responsibility and connect your tools

One person may fill several roles at a small site, but preparation and approval should be distinguished. Where staffing makes independent review difficult, agree on a compensating review with leadership and document it.

Task	Responsible owner	Reviewer or support
Activity and evidence	Coordinator or study team	PI for clinical questions; departments for evidence
Contract abstract	Research Administration	Research Finance
Eligibility and invoice request	Research Finance	Coordinator and authorized approver
Invoice issue and cash application	Billing or Finance	Authorized finance reviewer
A/R follow-up	Named Finance contact	Research Administration for disputes
Material disposition	Authorized leadership	Finance and contract owner

InsightFIN V1.3 workflow mapping

Workflow area	Use
Study Master and Budget Terms	Study identity and effective contract instructions.
Transaction Ledger and Invoice Allocations	Events and the amounts linked to invoices.
Invoices and A/R Aging	Issued obligations and due-date follow-up.
Payments and Payment Allocations	Receipts, matches, and unapplied residuals.
Amendments and Reconciliation	Version changes and monthly comparison.
Revenue Leakage Register and Action Log	Supported findings, owners, evidence, and next actions.
Data Quality controls and Financial Exposure	Resolve affected records and explain overlap before interpreting exposure.

Use the workbook's current documentation for its exact entry rules. This guide supplies the operating approach; it does not replace workbook training, approved SOPs, or the governing agreement.