Docusign Envelope ID: 29F4F250-3D05-410F-8530-145D9F23DE0D

PARTICIPANT EXPENSES POLICY

Organisation	NeuroClin Ltd ("The Organisation")
Policy lead	Alison Jones
Policy Author	Monica Harley
Date created	18Mar2025
Date of review	18Mar2026

TABLE OF CONTENTS

Contents

1. INTRODUCTION **1**
2. PURPOSE OF THE POLICY **2**
3. SCOPE OF THE POLICY **2**
4. PROCEDURES **2**
Research Appointments **2**
Pre-Screening Expenses 2
Clinical Study Expenses 3
Overnight Accommodation 3
Reimbursement Process 3
Systems of Reimbursement 4
Reasonable Expenses 4
Private Treatment Appointments **5**
5. ASSOCIATED DOCUMENTS **5**
6. ROLES AND RESPONSIBILITIES **5**
REFERENCES **5**

1. INTRODUCTION

The organisation, as a clinic engages in both Clinical Research and Private Treatment.

Docusign Envelope ID: 29F4F250-3D05-410F-8530-145D9F23DE0D

Due to regulations surrounding Research Participants both within the UK and internationally, Research Participants are not permitted to be paid to participate in Research. Research Participants are only permitted to be fairly reimbursed for their time and inconvenience in taking part by reimbursement of reasonable expenses for travel/food/accommodation, and through ethically approved Stipend payments.

It is important that any payments made to research participants are made in line with any ethically approved instructions issued to the site, and that all payments made to research participants are adequately documented to ensure transparency.

The organisation recognises the importance of transparency in research participant reimbursement and acknowledges its obligation as a research site to comply with International and UK regulations and legislations related to payment of research participants.

The organisation also recognises there are clear differences between Research Participants and Private Treatment Patients and acknowledges the need for transparency of instructions to both patient groups attending clinics ran by the organisation.

2. PURPOSE OF THE POLICY

This policy outlines the reimbursement guidelines for travel, accommodation, and food expenses for research subjects participating in clinical trials conducted by the organization. The goal is to ensure that subjects are reimbursed fairly for reasonable expenses related to their participation while maintaining financial responsibility and transparency.

3. SCOPE OF THE POLICY

This policy applies to all clinics ran by the organization and all patients attending.

4. PROCEDURES

Research Appointments

Pre-Screening Expenses

Participant appointments prior to signing a consent form specific to a clinical trial are regarded as pre-screening appointments.
For participants attending pre-screening visits, reasonable travel expenses may be reimbursed up to £50.
Reimbursement will cover standard public transportation costs or mileage for private vehicles at the standard rate. Taxis and other premium travel options will be considered on a case-by-case basis.

Docusign Envelope ID: 29F4F250-3D05-410F-8530-145D9F23DE0D

Itemised receipts must be provided for all claims. Please note non-itemised Credit Card receipts are not acceptable alone.
Any additional reimbursements issued to pre-screening subjects such as Stipends and/or Overnight hotel stays are issued on a case-by-case basis and require approval from either Head of Patient Services or Associate Medical Director.

Clinical Study Expenses

Once a participant has signed up to a clinical trial on a study specific Informed Consent Form, travel expenses will be reimbursed up to a pre-specified limit, as determined for each study.
To ensure clarity, the exact reimbursement limits for travel and food expenses will be specified for each study, including whether overnight accommodation is possible.
Any stipends issued on the study should be mentioned in the Informed Consent Form.
Participants should contact the organisation's patient liaison team for details specific to the study they are participating in. This information can only be communicated verbally to clinical trial participants by the organisation.
The organisation reserves no rights as per the Ethical approvals of the study to issue additional payment of stipends or reimbursement of expenses over and above the limitations set by the Sponsor of the study.
As such, if expenses are submitted exceeding these limits, or considered an unreasonable expense, or submitted without itemised receipts, the organisation offers no guarantee of reimbursement of these expenses.

Overnight Accommodation

Participants should contact the organisation team to discuss accommodation requirements prior to any bookings being made.
Hotel bookings will generally be made at Premier Inn Hotels with bookings made by the organisation's team and confirmation issued to the subject.
The organisation offers no guarantee of reimbursement for accommodation if a participant specifically requests to stay at a different hotel or arranges their own accommodation outside of the organisation's process as stated above.

Reimbursement Process

All reimbursement requests should be submitted with appropriate itemised receipts and within a reasonable time frame after the visit. A reasonable time frame is generally considered to be within one month after the relevant visit, with exceptions to this time frame reviewed on a case-by-case basis.
Itemised receipts for travel, accommodation, and food expenses must be provided to ensure reimbursement. Please note non-itemised Credit Card receipts are not acceptable alone.
Alcohol is not a reimbursable cost.

Docusign Envelope ID: 29F4F250-3D05-410F-8530-145D9F23DE0D

Mileage costs will be calculated by the organisation team based on direct travel from point to the next destination point after attending an appointment, The organisation offers no guarantee for reimbursing mileage claims for journeys containing detours.
Payment of reimbursements will be made in a reasonable timeframe and generally made within one month of the expense being incurred.

Systems of Reimbursement

The system through which you receive any reimbursement of expenses will depend on which study you may be attending the organisation for.
One vendor is Greenphire ClinCard, which will provide a payment card upon which the organisation can action deposits through a secure portal.
You will be asked to provide receipts to the organisation, and the team will then process funds onto your clincard accordingly.
Greenphire Clincard is regulated by the Financial Conduct Authority and as such must perform 'Know your Customer' checks to ensure the identity of the recipient of the payment card. For this purpose you will be required to provide Greenphire Clincard with a copy of your Identification and it is important that you provide The organisation with Name and contact details which match your Identification documents exactly to avoid any delay in receipt of any expenses reimbursement.
The organisation holds no responsibility over the timeline of reimbursement of expenses caused by the 'Know Your Customer' checking process.
Claims under the Greenphire system must be submitted in person or via email to the organisation's team.

The second vendor in use at the organisation is vHelp, which uses a secure web-based browser or mobile systems application to reimburse your expenses directly into your bank account. The Organisation's team will help you access information to either download the app directly to your own device, or can upload your receipts into vHelp on your behalf at your request.
Claims under the vHelp system can be submitted by the participant themselves by uploading an image of their receipts into the applicable visit, or by providing receipts to the organisation's team and they can facilitate uploading images of these into vHelp on their behalf. It is preferred that participants scan their own expenses into vHelp.

If a participant specifically does not want to engage in these methods of payment for their expenses they should raise this directly with the study team.

Reasonable Expenses

In all cases, the Organisation reserves the right to determine what is defined as 'reasonable expenses' and this decision will be based on the contents of the receipt(s) submitted, any study-specific limitations on expenses, and any other information available to the organisation at the time. The organisation will endeavour to ensure all decision making is fair.
Under no circumstances is alcohol considered a 'reasonable expense' for reimbursement.

Docusign Envelope ID: 29F4F250-3D05-410F-8530-145D9F23DE0D

NeuroClin

Private Treatment Appointments

Since Private Treatment patients are not considered volunteers, reimbursement of reasonable expenses will not apply in any circumstances.

5. ASSOCIATED DOCUMENTS

NeuroClin Policy – Service User Participation

6. ROLES AND RESPONSIBILITIES

All staff at The organisation have a responsibility to be knowledgeable in this policy related to subject expenses.
The organisation has a responsibility to share this policy with all participants at their first contact to the relevant clinic, and to circulate any updates in this policy to all active database patients.
Participants are expected to read this policy when it is provided.

REFERENCES

	Detail	**Signature/Date (DDMMYYYY)**
Document Version	2.0	Final 18Mar2025
Head of Clinical Operations and Business Development	Monica Harley	Signed by: Monica Harley 18-Mar-2025
Head of Contracts and Business Transformation	Alison Jones	Signed by: Alison Jones 21-Mar-2025
Medical Director	Jennifer Lynch	DocuSigned by: 20-Mar-2025

Certificate Of Completion

Envelope Id: 29F4F250-3D05-410F-8530-145D9F23DE0D
Status: Completed
Subject: Complete with Docusign: NeuroClin Policy - Participant Expenses.pdf
Source Envelope:
Document Pages: 5
Signatures: 3
Certificate Pages: 4
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

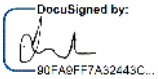
Envelope Originator:
Accounts NeuroClin
1 Renshaw Place
Eurocentral
Motherwell, North Lanarkshire ML1 4UF
accounts@neuroclin.co.uk
IP Address: 195.224.230.42

Record Tracking

Status: Original
18-Mar-25 | 12:16

Holder: Accounts NeuroClin
accounts@neuroclin.co.uk

Location: DocuSign

Signer Events	Signature	Timestamp
Alison Jones alison.jones@neuroclin.co.uk Financial Controller Security Level: Email, Account Authentication (None)	Signed by: 7544E2C6D17B405... Signature Adoption: Pre-selected Style Using IP Address: 86.31.197.96	Sent: 18-Mar-25 | 12:17 Viewed: 21-Mar-25 | 14:49 Signed: 21-Mar-25 | 14:49
Electronic Record and Signature Disclosure: Accepted: 16-Mar-25 | 20:34 ID: f8dcc6a3-8c47-4743-877f-ac4a5332886f		
Jennifer Lynch jennifer.lynch@gmclinic.co.uk Security Level: Email, Account Authentication (None)	DocuSigned by:  90FA9FF7A32443C... Signature Adoption: Drawn on Device Using IP Address: 195.224.230.42	Sent: 18-Mar-25 | 12:17 Viewed: 20-Mar-25 | 17:36 Signed: 20-Mar-25 | 17:37
Electronic Record and Signature Disclosure: Accepted: 17-Mar-25 | 12:47 ID: d98eca89-2197-46e7-98f1-664425199ee2		
Monica Harley monica.harley@neuroclin.co.uk Security Level: Email, Account Authentication (None)	Signed by: 69272399F7BD4E2... Signature Adoption: Pre-selected Style Using IP Address: 195.224.230.42	Sent: 18-Mar-25 | 12:17 Viewed: 18-Mar-25 | 12:18 Signed: 18-Mar-25 | 12:18
Electronic Record and Signature Disclosure: Accepted: 21-Feb-25 | 14:42 ID: 6d9d3b1b-05da-4cf3-9aaa-573f659289a4		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	18-Mar-25 | 12:17
Certified Delivered	Security Checked	18-Mar-25 | 12:18
Signing Complete	Security Checked	18-Mar-25 | 12:18
Completed	Security Checked	21-Mar-25 | 14:49

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, NeuroClin Limited (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact NeuroClin Limited:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: accounts@neuroclin.co.uk

To advise NeuroClin Limited of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at accounts@neuroclin.co.uk and in the body of such request you must state: your

previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from NeuroClin Limited

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to accounts@neuroclin.co.uk and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with NeuroClin Limited

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to accounts@neuroclin.co.uk and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify NeuroClin Limited as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by NeuroClin Limited during the course of your relationship with NeuroClin Limited.