



### 1 PURPOSE

The purpose of this guideline is to outline the fee structure for project review and site specific assessment fees for research proposals.

### 2 SCOPE

This guideline applies to research projects submitted to the Peter Mac Ethics Committee for review or to the Peter Mac Governance office for research governance review. It applies to both multisite ethical review or to single site ethical review of research projects.

### 3 RESPONSIBILITY

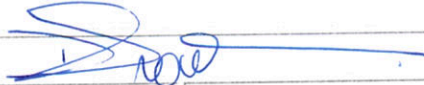
It is the responsibility of the Human Research Ethics & Governance staff to apply the fees set out in this guideline.

### 4 DEFINITIONS

<b>Sponsored research</b>	A research project for which an overseas or Australian entity bears overall responsibility and provides funding for the project
<b>Funded/supported research</b>	An investigator-initiated research project for which an overseas or Australian entity provides substantial financial support but does not fully fund or bear overall responsibility for the project
<b>Interventional research</b>	A clinical study in which participants are assigned to receive one or more interventions (or no intervention).
<b>Amendment Submission</b>	The submission of one or more changes/modifications to an approved research project in the form of an amendment application with accompanying revised documentation
<b>Administrative Amendment</b>	An amendment submission that relates to one or more administrative changes only and that does not require review by a reviewing committee
<b>Independent Expert Review</b>	A scientific review by an expert independent of Peter Mac
<b>Site assessment</b>	The 'research governance' assessment of a research project that has been reviewed and approved by the Peter Mac Ethics Committee or an external reviewing human research ethics committee

### 5 PROCEDURE

Fees shall be charged for review of research projects submitted to the Peter Mac Ethics Committee or for site assessment related to a submitted research project in accordance with the **schedule below effective for submissions received from 1 January 2020 onwards:**

Prepared by Manager, Human Research Ethics and Governance			
Approved by Manager, Human Research Ethics and Governance 			
GUIDELINE005	Version 2.1	Approved: January 2020 Review: January 2021	Page 1 of 2

**Peter Mac**Peter MacCallum Cancer Centre  
Victoria Australia**HUMAN RESEARCH ETHICS & GOVERNANCE****TITLE: Ethical Review and Site Assessment Fees for Research Proposals****GUIDELINE005**

Type of Submission	Ethics Review Fee (excluding GST) <i>Only applies to projects ethically reviewed at Peter Mac</i>	Governance Review Fee (excluding GST) <i>Only applies to projects ethically approved by an external HREC</i>
<b>Commercially sponsored or funded research</b>		
1. New Project – Interventional trial	\$6000	\$6000
2. New Project – Other	\$3000	\$3000
3. Substudy - as addition to an existing study	\$3000 per substudy	\$3000 per substudy
4. Additional site(s) – Applicable to new projects and to amendments to existing projects to add sites	\$500 per site	Not applicable
5. Substantial Amendment – e.g. protocol amendment / substantial PICF amendment	\$750	\$500
6. Administrative Amendment – e.g. addition or change of CPI/PI / update contact details / correct minor errors	No fee	No fee
<b>Non-commercially sponsored or funded research e.g. collaborative group, university, research institute or other hospital</b>		
7. New Project – Interventional trial	\$600	\$600
8. Substudy - as addition to an existing study	\$100 per substudy	\$100 per substudy
9. Additional site(s) – Interventional Trial Applicable to new projects and to amendments to existing projects to add sites	\$100 per site	Not applicable
10. New Project - Other – <i>only if Peter Mac not a site</i>	\$400	Not applicable
11. Amendment – substantial or administrative	No fee	No fee
<b>First time in human research project</b>		
12. Independent expert review	As charged by reviewer	Not applicable

**Note for Peter Mac studies that cannot be charged based on the above fee schedule:**

A fee is levied directly from departments for these new projects and amendments via an internal charge proportionate to percentage of the overall review workload generated by each department.

The Ethics Committee Secretariat reserves the right to waive or reduce any fee in appropriate circumstances.

The fee schedule will be reviewed annually by the organisation in accordance with the budgetary process.

**6 RELEVANT DOCUMENTS**

POLICY 21.1.1 Responsible Conduct of Research

**END OF DOCUMENT**