



## Administrative fees for research projects

This procedure should be read in conjunction with the SMHS Research Governance & Integrity Policy.

### 1. Purpose

This procedure provides South Metropolitan Health Service (SMHS) employees and other external research colleagues the requirements for the payment of administrative fees for review and post-approval amendments on approved research projects. These procedures must be read in line with [MP 0162/21 - Research Governance Policy](#) and [Research Governance Procedures](#).

### 2. Scope

The following fees<sup>1</sup> apply to all applications to review research projects made to all SMHS sites. These are considered submission fees and must be paid regardless of the outcome of review and regardless of whether the project commences at a site.

### 3. Non-commercial research

For non-commercial research projects, the below fees must be recorded within the Budget Form on the online Research Governance Service. However, these fees are funded by in-kind support from SMHS Executive and will not be invoiced.

### 4. Payment of Fees

For commercially sponsored research, these fees are incurred by the sponsor. The payment will be invoiced directly to the external sponsor by the Research Support and Development Unit (RSDU), irrespective of whether the research project commences. Fees must be paid for any research that attracts commercial funding and will be invoiced to the sponsor or the administering institution.

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<sup>1</sup> Fees do not influence the decision of the HREC and the same fee is charged regardless of the outcome of the submission. The fees cover the cost of reviewing the documents and the associated administrative responsibilities and are used to support the functions of the Research Support and Development Unit.

The fee schedule below is reflective of that documented in the [Research Governance Procedures](#). Fees are set by the Department of Health and will be reviewed periodically.

Table 1. Fees for the review of commercially sponsored research (including GST).

	<b>Scientific &amp; Ethical Review</b>	<b>Site Review</b>
Commercial sponsored new project (single site) - Per additional Site-specific assessment form (SSA)	\$3,850 No additional charge	\$3,850 \$1100
Addition of sub-studies or extensions to approved projects	\$1,925	\$1,925
Substantial* amendments to approved projects	\$660	\$660
Low or negligible risk research (no waiver requested)	\$275	\$275

\*Substantial amendments include any changes to project documentation beyond language, spelling and grammar changes. This includes changes in the methodology, procedures undertaken by participants and additional project documentation (GP letters, PICFs, invitation letter). Substantial amendments also include any contractual amendments including budget and legal revisions. The RSDU does not charge for administrative amendments (changes to spelling and grammar, changes to investigators).

## 5. Institutional Reporting

RSDU will be required to report on the following:

Key Performance Indicator/Item	Frequency	Report to
Revenue generated from the payment of administrative fees	Quarterly	Director, Research SMHS Research Committee

This document can be made available in alternative formats on request.

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