



Quick Reference Guide

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Research Governance Schedule of Fees

Research Governance and Development Unit

Date approved: 15/05/2020
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The following fees apply from 1st January 2020 to governance review and authorisation of **commercially sponsored research and research conducted by private institutions** at any site across the Sunshine Coast Hospital and Health Service (SCHHS).

SCHHS does not manage Human Research Ethics Committee (HREC) reviews. Any research applications to the SCHHS research governance office should obtain required HREC approvals through an appropriate health service.

Schedule of Fees for Research Governance Review:

	Item	Cost (Excl. GST)	GST	Total
NEW RESEARCH GOVERNANCE SUBMISSIONS				
1	Initial Site-Specific Assessment (SSA) review fee	\$3,750	\$375	\$4,125
2	Contract Review and Execution	\$300	\$30	\$330
AMENDMENTS to existing approvals				
3	Major SSA Amendment	\$400	\$40	\$440
4	Minor SSA Amendment	\$200	\$20	\$220
5	Contract Amendment	\$150	\$15	\$165

Definitions:

Major Amendment: Includes the following –

- Any protocol amendment (including revision of study design, revision of drug dosage, participant groups, numbers of participants),
- Investigator brochure updates, where there are changes required to the PICF or other trial related participant documentation.

Minor Amendment: Includes the following –

- Correction of grammar, numbering or language in a protocol
- Changes to previously approved recruitment materials (such as advertisements, flyers, letters of invitation) and any amendments to Participant Information Sheets requiring HREC approval.

Inquiries:

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Document approval

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1.0	Research Manager	Research Director	15/05/2022

Refer SCHHS Guideline 001591 Research governance and 001591-a2 Research governance checklist.