

## Western Health Ethics & Governance Review Fee Schedule

**Fees are payable in FULL at the time of submitting a Research Governance Application, a Site-Specific Governance Assessment Application or an Ethics Application for review by the Western Health Low Risk Ethics Panel (LREP) / Office for Research (OfR).**

**Projects will not be accepted without a completed payment form. Payment is per Project.**

**If unsure, please contact the OfR for clarification to determine whether fees are applicable; [ethics@wh.org.au](mailto:ethics@wh.org.au); 03 8395 8074.**

**Effective for projects submitted after: 01 September 2022.**

Commercially Sponsored Research Projects	Unit Value (\$)	GST (\$)	Total (\$)
E.g. Drug & Interventional, Health & Social Science projects.			
<b>Initial Submissions</b>			
New Submission	6500	650	7150
New Submission for Expedited Review (3 working days) #	8500	850	9350
New Submission – Registries/Observational studies	3300	330	3630
New Submission – Sub-Study	2700	270	2970
<b>Amendments</b>			
Protocol Amendment	768	77	845
Investigator Brochure Amendment /Administrative Changes*	236	24	260

Investigator- Initiated/ Collaborative Group, no commercial involvement	Unit Value (\$)	GST (\$)	Total (\$)
These fees are applicable to the Institution deemed to be the custodian of the Protocol and/or the Institution through which an application was submitted.			
<b>New Submissions</b>			
Investigator-Initiated – Western Health	200	20	220
Investigator Initiated – External institution	300	30	330
Collaborative Groups/Health Departments Initiated	600	60	660
<b>Amendments</b>			
Investigator-Initiated Western Health - Major Amendment †	Nil	Nil	Nil
External Institution & Collaborative/Health Department - Protocol Amendment †	100	10	110
Other Minor Administrative Amendments †	Nil	Nil	Nil

Quality Assurance and Low/Negligible Risk Projects	Unit Value (\$)	GST (\$)	Total (\$)
For Western Health Low Risk Panel Ethical Review and/or Research Governance Review.			
These fees are applicable to the Institution deemed to be the custodian of the Protocol and/or the Institution through which an application was submitted.			
<b>New Submissions</b>			
QA Submission (initiated by Western Health, External, Collaborative Group)	100	10	110
LNR Initiated by Western Health	200	20	220
LNR Initiated by External institution	300	30	330
LNR Initiated by Collaboration Group	400	40	440
LNR Initiated by Commercial Sponsor	1200	120	1320
Western Health providing Ethical Review on behalf of an external institution (Research conducted outside of Western Health)	500	50	550
<b>Amendments</b>			
QA/LNR Initiated by Western Health	Nil	Nil	Nil
Initiated by External institution/Collaborative Group – Major Amendment †	100	10	110
Initiated by Commercial Sponsor – Major Amendment †	200	20	220
Western Health providing Ethical Review on behalf of an external institution – Major Amendment †	100	10	110

The Office for Research provides service to prepare and submit ethics and governance submission to Western Health for commercial sponsored projects with a one-off administrative fee as follow:

Ethics and Governance Submission Service (EGSS)	Unit Value (\$)	GST (\$)	Total (\$)
<b>Administrative fee for EGSS for initial submission to Western Health</b>			
Commercially Sponsored project	1800	180	1980

## # Conditions for expedited governance review for new commercial sponsored applications

The service will provide a governance review and outcome within three working days from submission for new commercial sponsored applications submitted to the Western Health Office for Research provided the following conditions are met:

- A \$2000 expedited review fee will be incurred on top of the new submission fee.
- Applications must be submitted via ERM by 9am. Late submission will be assessed on the next working day.
- Researchers must send a submission notification email that includes all study documents to [ethics@wh.org.au](mailto:ethics@wh.org.au) with an appropriate email subject title to flag the application for expedited review.
- The application must be accurate and complete, as assessed by the reviewer at the Office for Research. The reviewer at the Office for Research will screen the application within 24 hours and advise whether the application is complete and can be released for review. If the application is incomplete, feedback will be provided and it may not be accepted for expedited review.
- This service is subject to the Office for Research's availability and resources for expedited review which will be determined by the Manager at Office for Research and the decision is final.

If above conditions are met and the application is accepted for expedited review as follow:

- The application will be reviewed within three working days. **Please note that this may not necessarily equate to approval and will not guarantee approval within three working days.**
- The three working days clock commences once the application is deemed complete and correct.
- If queries arise out of the review, the responses will be subject to another three working days turnaround. Once the responses are submitted via ERM, researchers should send an email with all updated study documents to [ethics@wh.org.au](mailto:ethics@wh.org.au) to flag that the responses have been submitted.

\* Includes but are not limited to the following: Sponsor initiated amendment to contacts, Sponsor initiated name changes, PICF amendments, change of PI, addition of site, addition of study documents (flyers, advertisements, research tools, CRFs and etc.)

† Includes but are not limited to the following: Protocol Amendments, substantial PICF amendments & addition of new study documents.

<sup>i</sup> Includes but are not limited to the following: Change of personnel & change to contact details.