

# Schedule of Research Administration Fees

## Metro South Research Administration Fees – Effective 1 January 2024

### 1.1 Commercial Studies (sponsored by a Commercial Entity)

Item	Type of Research Application	Fee (Inc GST)
Metro South HREC Office Review	New Research Project	\$6600
	Major Amendment	\$1100
Metro South Research Governance Office	New Research Project	\$6600
	Non-Standard Contract Review	\$2200
	CTRA Amendment/Deed of Variation	\$550

### 1.2 Collaborative Research Groups (a legal entity which acts as the Sponsor of the research project)

Item	Type of Research Application	Fee (Inc GST)
Metro South HREC Office Review	New Research Project	\$770
	Major Amendment /Addition of a Site	\$220
Metro South Research Governance Office	New Research Project	\$770

### 1.3 External Principal Investigator Initiated including University led

Item	Type of Research Application	Fee (Inc GST)
Metro South HREC Office Review	Single application fee for either submission or both	\$440
Metro South Research Governance Office		

- An 'Administrative amendment' is defined as changes to the details of a research project that have no significant implications for participants or for the conduct, management or scientific value of the research project.
  - For example: Correction of typographical errors in the research protocol or other research project documentation, amended contact details for the sponsor or research project staff and appointment of new or change of support staff contact.
- A 'Major Amendment' is considered more than an administrative change and requires review by the MSH HREC Chair or Deputy Chair, (e.g., additional safety information or changes to the research protocol). Each addition of a site or a sub-study to the HREC approval, also falls under the definition of a major amendment.
- A 'Non-standard contract' is where a commercial sector entity wishes to engage with MSH using a non-standard agreement that requires legal review, a review fee is applicable. As identified in MSH work instruction WI2023-302 Research contracts and study execution preferred standard agreements include:
  - Medicines Australia suite of templated agreements
  - Medical Technology Association of Australia agreement
  - Health Translation Queensland (formerly known as Brisbane Diamantina Health Partners – BDHP) Research Passport
  - Health Translation Queensland Third Party Agreement

V1.0 Effective: December 2023 Review: December 2026

*We care about you*