

# HREC Standard Operating Procedure

## 5.17 Fees and Charges

### Statement of Intent and Outcomes

The St Vincent's Hospital Melbourne (SVHM) Human Research Ethics Committee (HREC) is committed to fulfilling Section 5 of the National Statement on Ethical Conduct in Human Research (2023) by ensuring adequate resources are acquired to support the function of the Ethics Committee, by charging fees for ethical and governance review where appropriate.

### Procedures

In order to ensure the HREC is adequately supported, fees will be charged for the review of research protocols in line with the most recent fee schedule. Fees are charged based on administrative resources required, and the level of risk involved. For multisite applications where SVHM is the accepting site, a governance fee is charged for review.

The fees associated with the review of new applications are determined based on the phase of the therapeutic/intervention being investigated, due to the level of expertise required. A larger fee is required for phase I and other specialist trials, as external advice may be required and the review charge should be sufficient to cover the cost of this.

In addition to the review of new applications, fees will also be charged for the review of amendments and any other administrative documents which are submitted post approval.

The fee schedule should be reviewed periodically, with all amendments requiring approval from the Director of Research prior to implementation.

As per section 5.1 of the National Statement on Ethical Conduct in Human Research (2023) in order to encourage and support all forms of research, fees may be negotiated where fees would discourage the undertaking of research.


### Associated Procedures/Instructions

5.23 – Multisite Approvals

### Reference Documents

- The National Statement on Ethical Conduct in Human Research (2023)
- Australian Code for the Responsible Conduct of Research (2018)

**Authorised by:** Dr Megan Robertson, Director of Research



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# 5.17 Fees and Charges

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