Reference Number	SOP011 v1	Date October 2024
Title	Review Fees	
Purpose	The purpose of this SOP is to outline how review fees are charged at Eastern Health	

1. Scope

This SOP applies to all research ethics and governance applications submitted to the Eastern Health Office of Research and Ethics.

2. Target Audience

The target audiences are Eastern Health researchers (including delegates and collaborators), sponsors and Contract Research Organisations.

3. Related Policies

2959	Ethical and Responsible Conduct of Research Standard
2961	Ethical and Governance Review of Research
3231	Research at Eastern Health Policy

4. Definitions

Fee Notification Advice (FNA) Form	A Fee Notification Advice Form (FNA) is a form that outlines the current fees charged by the Office of Research and Ethics for the ethical and governance review of research proposals.

5. Responsibilities

It is the responsibility of investigators, collaborators, Institutes and their delegates, Sponsors and Contract Research Organisations, conducting research at Eastern Health, to follow and adhere to procedures set out in this SOP. Fess are charged for ethics review of research projects from non-Eastern Health investigators.

6. Procedure

Eastern Health charges fees for carrying out ethical and governance reviews of research applications. The fees are set out in two separate **Fee Notification Advice (FNA) Forms,** namely **FNA New Study** and **FNA Post Approval.** Upon receipt of a completed FNA, the Office of Research and Ethics raise an invoice.

All research applications are subject to the payment of fees as described on the two FNAs. This includes applications submitted for review by the Eastern Health HREC or submitted under the National Mutual Acceptance scheme.

The fee schedules takes into account the following factors, whether:

- the project is commercially sponsored
- there in external funding
- there is internal funding
- there are any Eastern Health affiliations
- the project is externally or internally initiated

Fees also vary depending on the type of application, for example:

- New project
- Addition of sub-studies
- Protocol amendments
- Investigator Brochure changes

Fee schedules are reviewed annually and approved by the Executive Director Eastern Health Institute.

Please note - requests for fee waivers cannot be made at the time of application. Any requests for fee waivers must be made in advance and will be considered prior to application submission.

7. Related Material

Consult the Eastern Health Office of Research and Ethics (ORE) website for advice and the current Fee Notification Advice forms. Eastern Health Institute | Eastern Health

8. References

Internal References

2959	Ethical and Responsible Conduct of Research Standard
2961	Ethical and Governance Review of Research
3231	Research at Eastern Health Policy

External References

NHMRC National Statement of Ethical Conduct in Human Research (2023)
NHMRC Australian Code for Responsible Conduct of Research (2018)
NMHRC Safety Monitoring and Reporting in Clinical Trials Involving Therapeutic Goods (November 2016 and updates)
TGA Australian clinical trial handbook V2.4 August 2021
TGA NOTE FOR GUIDANCE ON GOOD CLINICAL PRACTICE (CPMP/ICH/135/95) Annotated with TGA comments (2000)

9. Further Information

For enquiries related to this Standard Operating Procedure please email ethics@easternhealth.org.au

10. Version History

Date	Version	Author	Authoriser	Summary of Changes	Next Revision Due
October 2024	1	Ms Sharon Reid – Research Governance Manager	Prof David Taylor – Director of Research	Not applicable – first version	October 2025