

Office of Research and Ethics

Fee Notification Advice (FNA)

**\*POST APPROVAL SUBMISSION ONLY\***

**Payment for HREC and Governance review.**

**Request to raise an invoice.**

**The completed form is to be submitted with/prior to document submission to:**

**Eastern Health Office of Research** [ethics@easternhealth.org.au](mailto:ethics@easternhealth.org.au)

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| **Company Name:** | Click here to enter text. |
| **ABN:** | Click here to enter text. |
| **Contact Person:** | Click here to enter text. |
| **Email to send invoice to:** | Click here to enter text. |
| **Postal Address:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |

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| **Ethical Review Manager (ERM) Project ID:** | Click here to enter text. |
| **Eastern Health Local Reference Number: (provide on approval letter)** | Click here to enter text. |
| **Study Title:** | Click here to enter text. |
| **Protocol No (if applicable):** | Click here to enter text. |
| **Principal Investigator:** | Click here to enter text. |
| **Study Site No:**  **(Required by some sponsors)** | Click here to enter text. |
| **Study Code No:**  **(Required by some sponsors)** | Click here to enter text. |
| **Purchase Order No. (if applicable)**  **Required by/obtained from your organisation.** | Click here to enter text. |

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| **POST APPROVAL DOCUMENT TYPE** (FEES ARE PER DOC) | **Fee** | **GST** | **Total** | **Qty** |

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| **A:** **Commercially Funded Research Projects** | **Version Number/Date** |  |  |  |  |
| Protocol Amendment  *(Fee is per Protocol)* | Click here to enter text. | $730 | $73 | $803 | Click here to enter text. |
| Investigators Brochure (IB) Amendment  *(Fee is per Investigators Brochure)* | Click here to enter text. | $190 | $19 | $209 | Click here to enter text. |
| Patient Information Consent Form (PICF)  *(Fee is per PICF up to max of 3, so max costs for 3+ is $330)* | Click here to enter text. | $100 | $10 | $110 | Click here to enter text. |
| Clinical Trial Research Agreement (CTRA) Amendment  *(Not applicable if only PI and/or address change* | Click here to enter text. | $150 | $15 | $165 | Click here to enter text. |

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| **B:** **Projects externally initiated by non-Eastern Health researchers (including where EH researchers are listed as associate researchers).** | **Version Number/Date** |  |  |  |  |
| Amendment to Study (Funded)  *(CTRA Amendments included)* | Click here to enter text. | $100 | $10 | $110 | Click here to enter text. |

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| **C:** **Projects from Eastern Health and affiliated university department researchers. (La Trobe: Allied Health; Deakin: Nursing; Monash: Medicine, Nursing and Health Sciences)** | **Version Number/Date** |  |  |  |  |
| Amendment to Study  *(CTRA Amendments included)* | Click here to enter text. | $100 | $10 | $110 | Click here to enter text. |

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| **D. Projects from affiliated university department researchers (La Trobe: Allied Health; Deakin: Nursing; Monash: Medicine, Nursing and Health Sciences) with no external funding.** | **Doc Type/Version Number/Date** |  |  |  |  |
| Amendment to Study  *(CTRA Amendments included)* | Click here to enter text. | $100 | $10 | $110 | Click here to enter text. |

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| **Total Fee** (including GST) **$** Click here to enter text.  (If GST exempt, place GST Free amount only) |

**Please note:**

**Sponsors require accurate and current details on each invoice. These include, but are not limited to, accurate and current ABN, Address, PI, Site Number, Document Type, Sponsor Personnel etc.**

**The fees are based on the current Eastern Health Governance/RGO fee schedule located on our website** [Quick Links To Forms And Templates | Eastern Health](https://www.easternhealth.org.au/research-and-ethics/guidance/quick-links-to-forms-and-templates/)**. CTRA’s do not list “our” specific governance fee amounts, it is generally a separate referenced section, found in schedule 2, unrelated to the site payments, pharmacy fees and start-up fees.**

**Fees are for per document type, per review. Eg two different versions of a document (eg IB V2 and IB V3) will attract two fees.**

**Document Version Number/Date are required to differentiate documents for EH and sponsor.**

**Always make sure you are using the latest form, re-hashing of previously used/obsolete forms causes issues on most occasions.**

**Provision of Purchase Order numbers: if applicable, this is the organisation/sponsors requirement, therefore it is their and researchers, responsibility to obtain it “from the sponsor/organisation.”**

**Incomplete/Incorrect/Obsolete forms will be returned.**