



HEALTH RESEARCH ETHICS COMMITTEE (HREC) FEE STRUCTURE September 2016

INDUSTRY-SPONSORED CLINICAL TRIALS

Item	Description	Price (VAT&ICRR incl)
New application	Pharmaceutical / Industry driven company sponsors an investigator to conduct a new research project	R24 096
Extension / Roll-over study / Sub-study	Project is extended; study rolls over to open label; re-evaluation of protocol for continuation; sub-study	R14 458
Annual re-certification / Progress report	Annual evaluation of research progress report for re-certification	R3 012
Protocol amendment - Major	Any change to the protocol that requires full committee approval	R4 819
Protocol amendment - Minor	Small amendment; administrative change; typographical change to protocol; budget change or change to the contract; minor technical amendments	R1 807
Informed consent amendment	Any change to the content of the original informed consent form	R1 807
Additional investigator	Any additional investigator (per investigator)	R867

INTERNATIONAL GRANT FUNDED RESEARCH

Item	Description	Price (VAT excl)
New application	International grant funded research (Total project budget > R5m)	R12 000
New application	International grant funded research (Total project budget R1m to R5m)	R8 250
New application	International grant funded research (Total project budget R500 000 to R1m)	R4 250
New application	International grant funded research (Total project budget R100 000 to R500 000)	R2 150
New application	International grant funded research (Total project budget < R100 000)	R1 000
Extension / Roll-over study / Sub-study	Project is extended; study rolls over to open label; re-evaluation of protocol for continuation; sub-study	R1 000
Annual re-certification / Progress report	Annual evaluation of research progress report for re-certification	R1 000
Protocol amendment - Major	Any change to the protocol that requires full committee approval	R1 000
Protocol amendment - Minor	Small amendments, administrative changes that do not affect study design	R720
Informed consent amendment	Any change to the content of the original informed consent form	R720
Additional investigator	Any additional investigator (per investigator)	R500

NATIONAL GRANT FUNDED RESEARCH (NRF, MRC, CSIR, etc.)

New application	National grant funded research (Total project budget > R1m)	R5 500
New application	National grant funded research (Total project budget R500 000 to R1m)	R2 850
New application	National grant funded research (Total project budget R100 000 to R500 000)	R1 450
New application	National grant funded research (Total project budget < R100 000)	R720
Extension / Roll-over study / Sub-study	Project is extended; study rolls over to open label; re-evaluation of protocol for continuation; sub-study	R720
Protocol amendment - Major	Any change to the protocol that requires full committee approval	R720
Informed consent amendment	Any change to the informed consent that requires full committee approval	R500

ADMINISTRATIVE CHARGE	Lost letters, copies of documents, and follow ups	R500
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Non-sponsored student research for degree purposes at Stellenbosch University, research funded solely from departmental budgets and Harry Crossley funded research are exempt

HREC REVIEW FEES

GENERAL INFORMATION:

- 1) HREC has a graded administrative fee structure in place, which is revised annually.
- 2) Non-sponsored student projects for degree purposes, self-funded projects, projects funded solely from a Stellenbosch University Departmental budget, and Harry Crossley research are exempt from fees.
- 3) *Payment instruction form: clinical trial* or *Payment instruction form: health/human research* can be accessed from our website: www.sun.ac.za/rds/
- 4) HREC reserves the right to not review a research application, or to withhold an HREC letter, if administrative fees are outstanding.
- 5) The HREC will consider a well-motivated written request for reduction of fees. A decision will be made and communicated to the researcher in writing. Decisions taken should be viewed as final.

PAYMENT PROCESS:

INDUSTRY-SPONSORED CLINICAL TRIALS

1. Submit a completed and signed *Payment instruction form: clinical trial* along with your application for a new project, progress report, amendment etc.
2. You/your sponsor will receive an HREC invoice.
3. Payment reference: **"invoice number"**
4. Please submit proof of payment to Ms Elvira Rohland elr@sun.ac.za

INTERNATIONAL (A) AND NATIONAL (B) GRANT FUNDED RESEARCH

Stellenbosch University applicants

1. Submit a completed and signed *Payment instruction form: health/human research* **AND** proof of payment/internal requisition number along with your HREC application for a new project, progress report, amendment etc.
2. Interdepartmental requisitions are payable to: **Cost Centre 0885**
3. Payment reference:
 - a. New project application: **"Principal Investigator's surname and initials"**
 - b. Progress report, Amendment, etc: **"Principal Investigator's surname and initials and Ethics reference number"**
4. Research applications with outstanding HREC review fees will not enter the review process.

External applicants

1. Submit a completed and signed *Payment instruction form: health/human research* along with your HREC application for a new project, progress report, amendment etc.
2. You will receive an HREC invoice.
3. Payment reference: **"invoice number"**
4. Research applications with outstanding HREC review fees will not receive their HREC letter.

Enquiries: Elvira Rohland elr@sun.ac.za