

SA Health Fees Schedule for Research – Information for Applicants

SA Health has implemented a new research [Fees Schedule](#) (effective 11 December 2017) applicable to research ethics and research governance submissions across SA Health. This schedule replaces the 2014 Fees Schedule.

This document provides guidance to applicants requesting research ethics and/or research governance approval through a SA Health organisation on the requirements for seeking a reduction or waiver of fees.

Submissions for studies with full commercial sponsorship are **not** eligible to receive a reduction or waiver of fees.

Procedure for Requesting a Reduction or Waiver of Fees

- > Any and all requests for a research submission fee to be reduced or waived by a SA Health institution must be submitted in writing by an appropriate financial officer on behalf of the applicants' institution prior to the submission of the research ethics or governance application.
- > A reduction or waiver of fees will only be considered where one or more of the following three requirements are satisfied:
 - Appropriate evidence is provided that there is no available funding held by the institution to cover the fee; and/or
 - Appropriate evidence is provided that the conduct of the study would be jeopardised if the reduction or waiver of fees was not granted; and/or
 - Appropriate evidence is provided that there would be an adverse impact on patient treatment/care if the reduction or waiver was not granted and the research study did not proceed at the site.
- > Any requests that do not conform to the requirements above will be rejected without further consideration.
- > The SA Health institution must provide timely (within 14 calendar days) written advice to the applicant on whether to grant the request for a fee reduction or waiver.
- > Applicants are advised that each Local Health Network through their respective institution/s, SA Ambulance Services and the Department for Health and Ageing has the right to exercise discretion in terms of whether to grant a reduction or waiver of fees, recognising these are separate legal entities.



- > A reduction or waiver of fees by one institution does not bind another to the same decision, where multiple study sites across SA Health exist.
- > The SA Health institutional delegate has the ultimate responsibility for approving or rejecting the request for a reduction or waiver of fees.
- > The decision made by the SA Health institution is final; no appeals will be considered.

For more information

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