# Research Ethics and Governance Office Fee Template

Invoicing details for Ethics and Governance / Site Specific Assessment (SSA) applications. This fee template applies for all submissions except those sponsored or led by a Queensland Health Hospital and Health Service (HHS). Please refer to the [**Schedule of Fees**](https://www.darlingdowns.health.qld.gov.au/__data/assets/pdf_file/0019/104725/Schedule-of-Fees-for-Ethics-and-Research-Governance-Review.pdf) for definitions and clarity around exemptions of when fees may not apply.

#### Research Submission Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** |  | | |
| **Principal Investigator** |  | | |
| **Project No./ERM no.** |  | **Site Number** (if applicable) |  |
| **Sponsor/Lead Institution** |  | **Protocol No.** |  |

#### Invoice Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Sponsor responsible for payment** (to be addressed on the invoice) |  | | |
| **Contact Name** (for invoices) |  | **Contact no.** |  |
| **Company Address** (must be an Australian Address) |  | **Protocol No.** |  |
| **Email Address** |  | | |
| **Sponsor / Lead Institution ABN** |  | | |
| **Instructions for invoicing** | PO Number (if applicable): | | |
| **Sponsor Confirmation** | *I confirm the above information is correct and authorise payment on receipt of a valid tax invoice* | | |
| **Signed** |  | **Dated** |  |

#### Submission Type

|  |  |  |
| --- | --- | --- |
| **Select** | **Commercially Sponsored** | **$ Amount** |
|  | SSA / Ethics Review New Application – All other | $6,000 |
|  | SSA / Ethics Review Major Amendment | $850 |
|  | SSA / Ethics Review Minor Amendment | Nil |
|  | SSA / Ethics Review Addition of a Sub-Study | $2,200 |

|  |  |  |
| --- | --- | --- |
| **Select** | **Collaborative Research Group (CRG)** | **$ Amount** |
|  | SSA / Ethics Review New Application – All other | $700 |
|  | SSA / Ethics Review Major Amendment | $220 |
|  | SSA / Ethics Review Minor Amendment | Nil |
| **Select** | **University Initiated** | **$ Amount** |
|  | SSA / Ethics Review New Research Project | $150 |
|  | SSA / Ethics Amendment | $50 |
| Signature: | | Dated: |

|  |
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| **This is not an Invoice or Payment Advice (\*fees are inclusive of GST).** |

**Please upload this form with the relevant ethics/SSA submission via Ethical Review Manager (ERM). Failure to upload the form will delay review of the submission.**

Please refer to the Darling Downs Health Research Schedule of Fees for further information regarding the fee structure and definitions.

Darling Downs Health / Queensland Health sponsored/led submissions are exempt from fees.

<https://www.darlingdowns.health.qld.gov.au/research/for-researchers/start-a-research-project>