

<b>PARKVIEW HEALTH</b>	<b>INSTITUTIONAL REVIEW BOARD MANUAL</b>
Policy & Procedure Title: IRB Fee Schedule and Charging Policy Category: IRB Administrative Process	

**I. Policy Statement**

It is the policy of PH IRB to charge reasonable fees for research protocols involving human subjects that are submitted to PH IRB. PH IRB provides its fee schedule to Investigators and Sponsors to facilitate the review of submissions.

Payment of the PH IRB Review Fee is considered a contractual obligation of the Industry Sponsor. The PH IRB Review Fee is not based on the size of the study budget, the number of subjects enrolled, or whether or not the research project is approved, but is based on the initiation of the PH IRB review process.

**II. Definition of Terms**

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**III. Procedure**

A. Type of Review and Fee

Initial or Full Board Review.....	\$2,000
Continuing Review.....	\$675
Amendment.....	\$500

B. The Parkview Health IRB Review Fee Schedule will be effective as of April 2009, will be re-evaluated at least annually for changes or additions to the fee structure, and may be amended by the PH IRB at it's discretion at any time.

C. Industry Sponsors of research (i.e. pharmaceutical companies and device manufacturers) will be charged for initial, continuing review and amendments of research protocols by the PH IRB.

D. The PH IRB Office is responsible for invoicing the Investigator / Sponsor for the fee, tracking accounts payable / accounts receivable, maintaining electronic record keeping, and making deposits of the PH IRB Review Fees.

E. The PH IRB will invoice the Industry Sponsor directly for initial and continuing review fees. Payment will be due to the PH IRB Office thirty (30) days from receipt.

Origination Date: August, 2007 Revision Date(s): 04/09	Source: PH IRB Authorized by: Institutional Official
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- F. Fees for Continuing Reviews and Amendments will be invoiced to the Industry Sponsor until a PH IRB Study Closure Form is submitted to the PH IRB Office.
- G. Payment of a review fee will not influence the process of review.
- H. Checks should be made out to Parkview Health IRB and sent to the PH IRB Office, located at 2426 E. State Boulevard, Suite B, Fort Wayne, IN 46805.
- I. Principal Investigator Responsibilities:
  - 1. Responsibilities for all Principal Investigators submitting New Protocol Submissions, Continuing Reviews and/or Amendments to the PH IRB for industry-sponsored research:
    - a. Notify Industry Sponsor of the PH IRB Review Fee Schedule. All PH IRB Review Fees will be billed directly to the Industry Sponsor and will be payable directly to the PH IRB.
    - b. Complete all protocol submission forms as required by the PH IRB.
    - c. Complete section on page 2 of PH IRB New Protocol Submission Form providing the Industry Sponsor contact information for PH IRB Review Fee invoicing. Information must include; name of contact person, address, telephone number and email contact.
- J. Non-payment of PH IRB Review Fees by Industry Sponsor: At this time, if the Industry Sponsor is unwilling to pay the PH IRB Review Fee, the PH IRB will still review the study protocol and the study will proceed pending PH IRB approval.
- K. Contacts for questions regarding the PH IRB Review Fee Structure and Charging Policy: PH IRB Office, 260-373-8195.

#### IV. References

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