



## Faculty of Health Sciences

### Faculty of Health Sciences Ethics Office Fees Structure for Health Research Ethics Committee (HREC) and the Ethics Committee on Animal Care, Health and Safety in Research (AnimCare) research ethics reviews

September 2016

#### General information:

- The Health Research Ethics Office has an administrative fee structure for external reviews in place, which is revised annually.
- The Invoice Application Form (SFD005e) can be accessed from our website: <http://health-sciences.nwu.ac.za/healthethics>
- The RECs reserve the right not to review a research application, or to withhold an HREC/AnimCare letter, if administrative fees are outstanding.
- The RECs reserve the right not to review an application if it feels that it falls outside the expertise of the REC.

#### Payment Process:

##### Non-affiliated researchers

- 1) Submit a completed Invoice Application Form (SFD005e) (available on the website: <http://health-sciences.nwu.ac.za/healthethics>) with your application documentation to [Ethics-HRECApply@nwu.ac.za](mailto:Ethics-HRECApply@nwu.ac.za) for human research or [Ethics-AnimCare@nwu.ac.za](mailto:Ethics-AnimCare@nwu.ac.za) for animal research.
- 2) Your *invoice application* will be processed by Ms Carolien van Zyl (Ethics Office Financial Officer). An Official NWU Invoice will be requested, generated and send to you via e-mail. All relevant information for payment will be indicated on the invoice for your convenience. *Please use the invoice number as reference.*
- 3) Please submit the proof of payment to Ms Carolien van Zyl via email ([carolien.vanzyl@nwu.ac.za](mailto:carolien.vanzyl@nwu.ac.za)).

Any further enquiries: Ms Carolien van Zyl at [carolien.vanzyl@nwu.ac.za](mailto:carolien.vanzyl@nwu.ac.za)

##### Non-affiliated research study applications

Item	Description	Price
New applications	Non-affiliated member driven research study	R7,000
Sub-study	Project includes a sub-study	R3,000
Annual monitoring report feedback	Annual evaluation of research progress for continuation of the study	R1, 000
Proposal amendment - Major	Any change to the proposal that requires full committee approval	R1, 000
Proposal amendment - Minor	Any change to the proposal that requires expedited review	R700
Informed consent amendment - Major	Any change to the informed consent that requires full committee approval	R700
Informed consent amendment - Minor	Any change to the informed consent that requires expedited review	R500
PCDDP studies	Fees are determined as a percentage of the total study cost (as per quotation)	-

### Consultation fees for non-affiliated researchers

<b>Item</b>	<b>Description</b>	<b>Price</b>
Consultation session	Session per hour	R2,500

### Administrative charge for affiliated and non-affiliated members

<b>Item</b>	<b>Price</b>
Lost letters, copies of documents	R250