

REVISED HREC ADMINISTRATION FEES

This document outlines the revised SJGHC HREC Administration Fee Schedule effective from 1 August 2026 and provides answers to common questions regarding fee applicability, payment requirements, annual administration fees, and fee waiver processes.

Summary of Key Changes

- Revised fee schedule effective from 1 August 2026.
- Applies to new applications only.
- Fees will not be applied retrospectively.
- SJGHC Institutional Approval (SIA) cannot be issued until all applicable fees have been paid. Delays in payment may result in delays to study commencement.
- Fee waiver provisions remain available for eligible applicants.
- Annual administration fees may apply (until submission of final report).
- Please see Frequently Asking Questions (FAQs) for further information.
- The fee schedule in the current Research Handbook will be updated to reflect these changes in the next edition of the Handbook, which will be released shortly.

Further Information

If you have reviewed this document in full and you need further information, please contact the SJGHC Research Office at research.governance@sjog.org.au



HREC ADMINISTRATION FEE SCHEDULE

HREC REVIEW SERVICE	FEE EFFECTIVE 1 AUGUST 2026 (ALL FEES +GST)
NEW APPLICATION FEES (one fee applies from the following)	
HREC Review Only – External Site (non-commercial research)	\$1,000 (once off, inclusive of all future amendments)
HREC Expedited Review Only to include SJGHC – Commercial research has prior external HREC approval	\$2,500 (inclusive of 1 or more SJG sites)
HREC Expedited Review Only – Limited SJGHC involvement – Commercial study has prior external HREC approval	\$500 (once off, inclusive of all future amendments; inclusive of 1 or more SJG sites)
Authorised Prescriber Applications (External, Non-SJGHC VMOs)	\$1,500
• Commercial Research	
Phase 1 / First in Human studies	\$9,000 (inclusive of 1 or more SJG sites), \$700 each additional non-SJG site
All Other	\$6,750 (inclusive of 1 or more SJG sites), \$700 each additional non-SJG site
• Non-Commercial Research	
Investigator-initiated (SJG VMO/Caregiver) Clinical Trial	\$2,500 (once off, inclusive of all future amendments & inclusive of 1 or more SJG sites)
CRG, Multicentre Clinical Registries & Biobanks	\$2,500 (inclusive of 1 or more SJG sites). Multi-centre Clinical Registries & Biobanks also attract the Annual Administration Fee.
CRG, Other Research	\$2,500 (once off, inclusive of all future amendments & inclusive of 1 or more SJG sites)
Student Higher Degree University Studies	\$500 (once off, inclusive of all future amendments and inclusive of 1 or more SJG sites)
Extension Studies / Sub-Studies e.g. Registry sub-study (initial application approved by SJGHC HREC)	\$300 (once off, inclusive of all future amendments)
Internal SJG VMO/Caregiver Studies OR External VMO/Caregiver Studies involving SJGHC (where none of above categories apply)	\$300 (once off, inclusive of all future amendments)
POST-APPROVAL FEES	
Annual Administration Fee	\$1,500 p.a. until study complete i.e. final results submitted or study closure acknowledged

SJGHC Institutional Approval (SIA) is contingent on the timely payment of all required fees and may be delayed if payment is not received promptly.

FREQUENTLY ASKED QUESTIONS 1 of 2

Q. Have HREC fees applied previously, or are they new? When does the revised fee schedule take effect?

A. As outlined in the Research Handbook, a HREC administration fee schedule has always been in place. The revised fee schedule takes effect from 1 August 2026 and will apply to all NEW research applications submitted on or after this date. The revised fees will not be applied retrospectively to studies that have already received approval prior to 1 August 2026.

Q. Why has there been an increase in fees?

A. SJGHC HREC has previously maintained minimal/ low review fees to support our researchers. The revised fees will greatly support and sustain the upkeep of the SJGHC HREC and SRC in the current environment of increasing research governance requirements/compliance.
We have taken care to ensure that the revised SJGHC HREC Administrative Fee Schedule is highly competitive with what other accredited HRECs throughout Australia charge.

Q. When are Annual Fees due?

A. Annual fees will be due on the anniversary of SJGHC Institutional Approval of the individual study e.g. One year after the date of SJGHC Institutional approval (or otherwise for external studies, one year approval following SJGHC HREC approval), and annually until the Study Final report is submitted.

Q. When are fees no longer payable?

A. Once the Study Final report is submitted. The Study Final report can be submitted when all study related activities are complete. Any Clinical Study Report (CSR)/Publication can be submitted thereafter.

Q. Do I have to pay applicable fees before my research project can begin?

A. SJGHC Institutional Approval (SIA), which is required before a research project can begin, is contingent on the timely payment of all required fees. SIA may be delayed if payment is not received promptly.

Q. How do I pay the applicable fees?

A. An invoice will be generated based on the invoice details that you provide at the time of completing the initial online Ethics Submission Form/submitted your study to the SJGHC HREC for ethical review.

Q. Can I apply for a Fee Waiver?

A. To apply for a Fee Waiver please email research.governance@sjog.org.au requesting consideration for fees to be waived, together with response to the following criteria:

- Full Study Title and brief description of study design (i.e. clinical trial, audit, survey study, etc)
- Are you as the Principal/Site Investigator an internal SJGHC caregiver or Visiting Medical Officer (VMO)?
- Does this study receive funding by SJGHC? E.g. Seed funding
- Is there any commercial sponsorship or philanthropic funding for this study?
- Is there any University or Clinical Research Group (CRG) funding for this study?

The SJGHC Director of Research and Chief Medical Officer will consider all requests on a minimum of a monthly basis and will reply in writing confirming if a waiver of fee has been approved. This written confirmation should be included as part of your ethics submission documentation to the SJGHC HREC.

FREQUENTLY ASKED QUESTIONS 2 of 2

Q. Will University (Academic)/CRG and NHMRC/MRFF funded studies be exempt under the new fee schedule?

A. University (Academic)/ CRG and NHMRC/MRFF funded projects are welcome to apply for a fee waiver. Many of these studies have external ethics approval which mitigates the fee if a waiver of fees is not granted.

Q. I am an internal SJGHC caregiver self-funding my research project. Do I have to pay a fee?

A. SJGHC caregivers that are self-funding research projects will be prioritised for fee waivers. Please refer to 'Can I apply for a Fee Waiver' and submit an email request for consideration.

Q. I am a SJG VMO/Caregiver) conducting my own investigator-initiated Clinical Trial. What HREC administrative fees are applicable to me?

A. Recognising that there are increased governance/compliance requirements around Clinical Trials with Australia's National Clinical Trial Governance Framework (NCTGF), and the scientific and ethical advice that will be provided by the HREC for these investigator-initiated trials, there is only a new application fee of \$2,500 applicable (once off, inclusive of all future amendments & inclusive of 1 or more SJG sites). This is highly competitive with what other accredited HRECs throughout Australia charge.

Q. I am an Honours or Masters (by course work) student. Will any SJGHC HREC admin fees be applied?

A. No HREC administrative fees will be applied. Most student research at SJG sites are either completed by SJG Caregivers themselves or is a collaborative research and training/educational arrangement between a SJG site and a university/tertiary educational facility.

Q. I am a Higher degree (i.e. Masters by thesis and PhD) student. Will any SJGHC HREC admin fees be applied?

A. If you are a SJOG employee the fee will be automatically waived. The fee as it applies is for non SJOG employees and a request for fee waiver will be considered. Refer to 'Can I apply for a Fee Waiver?'.

Q. My study has SJGHC Research seed funding, will I receive a fee waiver?

A. Yes. There is no need to apply for a waiver. However, please clearly outline your funding source in your application to the SJGHC HREC and the waiver will be automatically applied.

Q. What "new application fee/s" is/are applicable to my study?

A. Only one "new application fee" per individual study will be applied where appropriate from the list within the schedule. All new application fees are inclusive of 1 or more SJG sites being involved in the same study.

Q. What "new application fee" is charged for commercial studies which involve both a SJG site/s and an external site?

A. If SJGHC HREC is asked to act as "Lead HREC" for a commercial study involving a SJG site/S and an external site/s, then there is the standard fee applied as per the HREC Administrative Fee Schedule with an additional \$700 fee for each additional non-SJG site.

Q. I have another question that has not been answered on this FAQ. Who should I contact?

A. If you have reviewed these FAQ and you need further assistance, please contact the SJGHC Research Office at research.governance@sjog.org.au