



Nova Scotia Health Authority
90 Lovett Lake Court, Suite 201
Halifax, Nova Scotia B3S 0H6

ANNUAL STUDY ADMINISTRATION AND MAINTENANCE FEE

PURPOSE: To ensure that Nova Scotia Health obtains sufficient funds to cover administrative costs on an annual basis for the duration of the study associated with maintaining, supporting, and conducting clinical research at Nova Scotia Health. As a publicly funded organization, Nova Scotia Health is not able to take on the direct financial burden associated with fee for service research studies, nor is it permitted to bill the Nova Scotia Provincial Health Care System for research related costs. These fees are for administrative/personnel cost coverage only and are not subject to institutional overhead.

Some fees are mandatory, non-negotiable, and non-refundable regardless of patient recruitment. This is above and beyond the sponsor’s proposed budget for the patients per case funding. **This fee is payable upon an annual basis upon receipt of invoice.**

Below is information to support and justify the amounts requested or required.

Thank you for your cooperation.

ANNUAL MAINTENANCE ACTIVITES AND COSTS

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| 1. Annual Maintenance Fee (annually starting at year 2) | \$750 |
| <ul style="list-style-type: none">• Office supplies• Office space• Computer leases• Local land-line charges• Long-distance charges | |
| 2. Study File Maintenance for Duration of the Study | \$1000 |
| <ul style="list-style-type: none">• Source Document Maintenance• Ongoing personnel training• Correspondence to and from Sponsor• Correspondence to and from REB• Study regulatory binder upkeep:<ul style="list-style-type: none">○ Amendments (protocol, contractual, etc.)○ Submission to REB○ Changes to IB○ IND Safety Reports○ SUSARS, CIOMS○ Annual Renewals | |

TOTAL **\$ 1750**