



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

## NON-REFUNDABLE START-UP FEE

**PURPOSE:** To ensure that Nova Scotia Health obtains sufficient funds to cover administrative costs associated with preparing to conduct, maintain, administer, support, or close out activities related to fee for service 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 execution of the Contract or upon receipt of invoice.**

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

Thank you for your cooperation.

<b>ADMINISTRATIVE ACTIVITES AND COSTS</b>
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<b>1.</b>	<b>REVIEW OF PROTOCOL</b>	<b>\$1800</b>
	<ul style="list-style-type: none"> <li>• Principal Investigator/Sub-Investigator</li> <li>• Research Coordinator</li> <li>• Senior Director of Operations (review only)</li> <li>• Investigator/Coordinator Meeting attendance</li> </ul>	
<b>2.</b>	<b>PREPARATION FOR SUBMISSION TO ETHICS BOARD</b>	<b>\$1500</b>
	<ul style="list-style-type: none"> <li>• Consent Forms</li> <li>• Cover Letters</li> <li>• IDBs</li> <li>• Institutional Agreements</li> <li>• Questionnaires</li> <li>• Summaries</li> <li>• Support Letters</li> </ul>	
<b>3.</b>	<b>TRAINING</b>	<b>\$1500</b>
	<ul style="list-style-type: none"> <li>• Principal/Sub Investigator(s)</li> <li>• Research Coordinator</li> <li>• Research/auxiliary Staff</li> <li>• Platform training</li> </ul>	
<b>4.</b>	<b>ADMINISTRATIVE DUTIES</b>	<b>\$2200</b>
	<i>Site Visits</i>	\$1200
	<ul style="list-style-type: none"> <li>• Site feasibility</li> <li>• Site Selection Visit with Study Coordinator and Principal Investigator</li> <li>• Site Initiation Visit with Study Coordinator, Investigators, and Staff</li> </ul>	
	<i>Regulatory Package</i>	\$1000
	<ul style="list-style-type: none"> <li>• All Sponsor and Ethics correspondence</li> <li>• Contract and Budget</li> <li>• Delegation of Authority Log</li> <li>• FDA 1572, TPD QIU, and CTSI Forms</li> <li>• Financial Disclosure Forms</li> <li>• Hospital Accreditation</li> <li>• Maintenance of authorized signature log</li> <li>• Maintenance of staff training documentation</li> <li>• Notes to file</li> <li>• Physician/Staff CVs and Medical Licenses</li> <li>• Privacy Impact Assessment (PIA)</li> <li>• REB Members List</li> <li>• Site Questionnaire</li> <li>• "Other" requests by Sponsor/CRO</li> </ul>	
	<b>TOTAL</b>	<b>\$ 7000.00</b>