



## AIHW Ethics Committee

### Human research ethics application fee schedule

A fee is charged for consideration of a research project by the Australian Institute of Health and Welfare Ethics Committee (Committee). The fee contributes to the costs of undertaking an ethical review process, regardless of the outcome of that review.

#### New applications

This fee covers the cost of reviewing the application documents and the associated administrative responsibilities across the ethics approval timeline. The application fee contributes to:

- pre-submission assistance by the AIHW Ethics Secretariat
- initial compliance review
- consideration by the Committee
- costs of the ongoing review of adverse and privacy events
- protocol violations
- site visits
- annual monitoring of the project until Commonwealth data are returned or destroyed in accordance with the project approval.

The application fee has two standard tiers covering:

- a. *Complex / more than low risk application*: typically those requiring a waiver of consent under s.95 of the *Privacy Act 1988* (Cth)
- b. *Less complicated / Low or negligible risk application*: typically, those with fully consented arrangements

These concepts are described in more detail under the heading 'Fee Categories' below. The AIHW CEO or delegate has discretion to reduce or waive fees for any research project as considered appropriate, and may set a fee that is different to the standard fees.

#### Amendments and extensions

Additional fees are levied for project amendments and extensions. An amendment fee will be charged for all but 'simple amendments' as described in the section 'Fee Categories' below. The CEO or delegate may reduce or waive the fee for any amendment or extension at their discretion.

#### Reduction and waiving of fees

Acknowledging the AIHW role to promote research, the CEO or delegate has discretion to reduce or waive the fee for any application or amendment, noting that any reduction in fees adds to the AIHW's already significant absorption of costs.

Requests for a reduction or waiving of a fee will be *considered* for the following categories of applications:

- i. students and other investigators without funding for their research
- ii. non-commercially or research grant funded projects conducted by not-for-profit organisations and private education institutions
- iii. collaborative research projects/partnerships involving AIHW with other government agencies and academic institutions
- iv. amendment requests for external projects which were sought by the AIHW for the purpose of providing greater clarity or for good data governance or administrative purposes.

Researchers should contact the AIHW Ethics Secretariat at [ethicssec@aihw.gov.au](mailto:ethicssec@aihw.gov.au) to raise the possibility of a reduced or waived fee for their application.

### Fee categories

The application fee tiers are:

1. *Complex / more than low risk application*: this application type will have one or more of the following characteristics:
  - a. Requiring a waiver of consent under s95 of the *Privacy Act 1988* (Cth)
  - b. New and novel protocol
  - c. Linking of small sensitive data sets
  - d. Complex linkages with more than one data set
  - e. Extended linkages over time (progressive addition of data)
  - f. Projects with long time frames (10 or more years including data retention)
  - g. those involving particular participant groups listed in the National Statement for Ethical Conduct in Human Research;
2. *Less complicated / Low or negligible risk application*: this application type will predominantly have the following characteristics:
  - a. Consent has been provided, consent arrangements are in place or the data are not reasonably identifiable
  - b. Routine one-time linkage to a single data set
  - c. Straightforward extraction of data, and
  - d. a short time frame (less than 10 years including data retention)

The amendment fee tiers are:

1. *Significant amendments*: this amendment type covers all amendments that are not categorised as simple amendments.
2. *Simple amendments*: this amendment type will usually comprise:
  - a. addition, removal or substitution of project staff
  - b. extension of approved project completion dates

### Fee Schedule:

| Fee type   | Fee amount (incl. GST) |
|--|------------------------|
| Complex / more than low risk application             | \$1650                 |
| Less complicated /Low or negligible risk application | \$825                  |
| Significant amendment                                | \$825                  |
| Simple amendment                                     | \$0                    |