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| There are two circumstances when there is a fee associated with submissions to HRPO: 1) Industry-sponsored trials; and 2) NIH funded, multi-site studies where Pitt is the IRB of Record. Please use Section A for industry-sponsored trials and Section B for NIH funded, multi-site studies. |

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| **BACKGROUND INFORMATION** | |
| Study Title: |  |
| IRB #:  Principal Investigator: | Administrative Contact:  Email:       Phone:       Fax: |
| Department:  Division: | Sponsoring Agency: |

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| **SECTION A – INDUSTRY SPONSORED TRIALS** | |
| General Information: A fee is charged for the initial review as well as continuing review. There is currently no charge for modifications. If the study requires more than one continuing review in a year, only one fee will be collected. If there is both a coordinating center application and a site protocol, the fee is only collected on the site protocol. Studies subject to the IRB review fees will not be processed until the fees are paid in full.   * There may be circumstances when the industry collaborator is not funding the entire study but is supporting the study by providing only the drug/device or other nominal support. In this scenario, the investigator can request a waiver of the fee. * The review fee is collected or waived by the Business Manager through an ancillary review process.   Please contact the Business Manager of the Office of Research Protections with questions ([amp8@pitt.edu](mailto:amp8@pitt.edu)). | |
| **WAIVER** | |
| If you are requesting a waiver of the industry fee, provide a justification: | |
| **FEES (see Section C for payment methods)** | |
| Full Board Review  Initial Application: $2,500  Continuing Review: $1,500 | Expedited/Exempt Review  Initial Application: $2,000  Continuing Review: $1,000 |

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| **SECTION B – NIH FUNDED MULTI-SITE STUDIES** | |
| General Information: The NIH issued a policy permitting the institution that is acting as IRB of Record on a sIRB project to charge the Relying Sites for their services ([https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-109.html](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgrants.nih.gov%2Fgrants%2Fguide%2Fnotice-files%2FNOT-OD-16-109.html&data=02%7C01%7Cirb.reliance%40pitt.edu%7C05586aa6cabc413b3c3208d68e1d0114%7C9ef9f489e0a04eeb87cc3a526112fd0d%7C1%7C0%7C636852652562701822&sdata=AXvKmlHcMl6u0S0F1gf5Qs5PNYlLn8T9vSHbE%2FAfLYs%3D&reserved=0)).  HRPO currently charges a fee for the Initial review, Modifications, and Continuing Review for sites relying on the IRB. The fees are based upon the type of review (expedited or full board), number of relying sites, and number of years for the grant. **Studies that are subject to the IRB review fees will not be processed until the fees are paid in full.**   * HRPO will honor the sIRB budget that was provided at the time a grant letter of support was requested. * There may be circumstances when sIRB fees were not budgeted into the initial grant application. The investigator can request an alteration or waiver of the fee review and, under appropriate circumstances, the fee will be waived or altered. | |
| **WAIVER/ALTERATION** | |
| If you are requesting a waiver of alteration of the sIRB fee, provide a justification: | |
| **FEES (See Section C for payment methods)** | |
| Full Board Review  Initial Application (Modifications for first year): $1,750  Onboarding Relying Site(s): $2,000 x (# of relying sites\*) =  Continuing Review + Modifications for following year: $2,750  \*Number of Relying Sites must **not** include Pitt/UPMC site. | Expedited Review  Initial Application (Modifications for first year): $1,750  Onboarding Relying Site(s): $1,000 x (# of relying sites\*) =  Continuing Review + Modifications for following year: $2,250  \*Number of Relying Sites must not include Pitt/UPMC site. |

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| **SECTION C – PAYMENT METHOD** |
| **Direct Transfer from University of Pittsburgh account:**   * University 32-digit account number: * Name of person authorizing payment:   + **Signature Required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Payment by check:**   * Payable to **University of Pittsburgh**   Office of Research Protections  Suite 204, 3500 Fifth Avenue  Pittsburgh, PA 15213 Attn: Angie Coldren  Email: [amp8@pitt.edu](mailto:amp8@pitt.edu) or Fax: (412) 383-1388 |