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| **[DOWNLOAD FORM AND USE MS WORD FOR FILLING. Do not use Google Docs]**  **Please complete and attach this fee form for all studies undergoing IRB review (either initial or annual).**  **IRB Fee Submission Instructions**  Before submitting your application, please confirm the applicable fee amount with the IRB Administrator.  A scanned copy of the check for the appropriate amount should be emailed to the IRB along with your completed IRB Application. If the check is still being processed and you wish to avoid delays, please notify the IRB Administrator. IRB review will not be held up due to pending finance processing.  **Note:** The stated fees do not include any tax withholdings that may apply to your organization. Please ensure compliance with your institution’s financial policies. | |
| **Fee Policy**  No study is exempt from the IRB fee. However, we understand that in some cases the Principal Investigator may not have budgeted for this cost or may have been unaware of the applicable amount. In such instances, a written request for a waiver or reduced fee may be submitted along with the IRB application. The review process will continue without prejudice while the request is under consideration. | **Type of Review Requested:** |
| (Click check box)  Initial Review  Annual Review  Modification #       (3rd modification onwards shall be charged)  IRB Protocol #: |

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| ***SECTIONS I, and II TO BE COMPLETED BY THE RESEARCHER***  **SECTION I – STUDY INFORMATION** |
| PI: |
| Title of the Study: |
| **Type of Review and Associated Fees (check appropriate box)** |
| **New Protocol Review**: *includes initial review,* ***two amendments****, SAE, and other reports during the first year. Any additional amendments/modification shall be charged*.  Pakistani Industry Sponsor / private for-profit funding – PKR 200,000/-  International Funding – USD 1100 (or PKR equivalent)  Pakistani non-profit foundation / non-industrial sponsor for New Protocol Review – PKR 75,000/-  IRD & non-IRD Researchers with Non-Sponsored Studies\* – PKR 20,000/-  Exempt Studies\* – PKR 10,000/-  (\*USD equivalent for non-Pakistan sites) |
| **Annual Renewal Reviews**: includes review of renewal data, *two amendments*, SAE, and other reports for year 2 onwards. (to be paid at the time of renewal)  Pakistani Industry Sponsor / private for-profit funding – PKR 50,000/-  International Funding – USD 250  Pakistani non-profit foundation / non-industrial sponsor annual review – PKR 25,000/- |
| **Modifications:**  Modification 1 or 2 – PKR 0/-  Modifications/Amendments 3 onwards  Pakistani Industry Sponsor / private for-profit – PKR 10,000/-  International Funding – USD 50  Pakistani non-profit foundation / non-industrial sponsor annual review – PKR 5,000/- |

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| **FEE WAIVER/REDUCTION REQUEST***: If there are special circumstances for consideration,**you may request a reduction or waiver of fees.*  If you request a reduction or waiver of IRB fees, the IRB staff will notify you prior to the IRB meeting date if your request has **not** been approved. If it is not approved, payment instructions are provided  not applicable  No, a fee waiver/reduction is not required  **Yes, we request a reduction or waiver of IRB fees?**  *Reason for reduction or waiver as follows:* |

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| *Make Checks/ Bank Drafts Payable to OR* | *Provide info for party to be billed for payment:* |
| IRD Pakistan (Pvt.) Limited  IRB Admin Office  4th Floor Woodcraft Building,  Plot No 3 & 3-A, Sector 47,  Korangi Creek Road  Karachi, Pakistan | Name: |
| Address: |
| Telephone: |
| Email: |
| **FOR IRB ADMINISTRATION USE ONLY** | |
| Initial Review  Annual Review  Modification #3 onwards Review | Amt received/date:  Additional Notes: |