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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). Please read the Fee Submission instructions and Fee Policy note carefully**  **IRB Fee Submission Instructions**  Before submitting your application, please confirm the applicable fee amount with the IRB Administrator. See Fee Policy Note below.  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 Note** IRB fees are determined by both the **type of institution** (industry, non-profit, or other non-industrial sponsor) and the **source of study funding** (local or international).   * **International Funding**: If a study receives international funding, the *International Funding* fee applies, even if the applicant is a Pakistani non-profit or other non-industrial sponsor. * **Local Non-Industrial Sponsors**: Non-industrial sponsors include Pakistani non-profit foundations, public universities, public hospitals, or similar institutions that are not for-profit industry entities. When such sponsors are locally funded only, the local non-profit/non-industrial fee applies. * **Industry Sponsors**: Studies funded by Pakistani pharmaceutical companies or other private for-profit entities fall under the industry sponsor category.   **No study is exempt from IRB fees.** 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 cases, a waiver or reduction may be requested in writing with justification at the time of submission. 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 (without non-industrial sponsor or international funding) – 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 (without international funding) – 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 (without international funding) – PKR 5,000/- |
| **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: |