Clinical Trial Budget Guidelines and Assistance

This document has been developed in line with Clinical Trails Action Group (CTAG) and National Health and Medical Research Council (NHMRC) aims and guidelines and is designed to assist researchers in developing and negotiating clinical trial budgets.

All projects must demonstrate that institutional costings have been adequately accounted for, agreed to, and can be tracked.

All budgets must contain a 25% overhead on study participant costs to support research infrastructure within Central Adelaide Local Health Network (CALHN).

In order to ensure executive finance transparency it is requested that a full budget be prepared in Excel spreadsheet format and sent to CALHN Research Office – Finance for review. The final page of this document gives an example layout for study participant costs, please attach a list of 'standard of care' costs to ensure accurate budget review.

For further assistance with clinical trial budgets please contact CALHN Research Office - Finance:
Health.CALHNResearchFinance@sa.gov.au

Please note: This document is not an exhaustive list of potential fees, but a guide to key activities that are associated with clinical trials. Each activity represents a service that may incur a cost. In developing final fees and budgets for clinical trials, researchers must consider the actual cost of these services and how these costs will be reimbursed. Some activities may be considered standard care and should be identified separately. **Not all activities listed are necessarily relevant to a specific clinical trial or circumstance**.

Check that the budget information is included in the following documents:

- Clinical Trial Research Agreement (CTRA), Schedule 2 – 'Payments'
- Site Specific Assessment (SSA) Form Section 10
- National Ethics Application Form (NEAF), Section 3 – 'Resources'

Withholding of Payments

Please note: As of 17 September 2018, CALHN **will not accept any withholding of per Study Participant payments**.
Therefore wording such as "ten percent (10%) of each payment will be withheld until the final payment" must be deleted in Schedule 2. We can accept withholding of the final payment until CRO/Sponsor is satisfied that CALHN has met all obligations under the CTRA.

Acceptable wording for budget statements:

For 'Non-refundable fees' – Insert the following:
"Fees for Site Start-up, HREC review, Research Governance review, and Pharmacy set up are fixed, non-cancellable, non-refundable costs payable on receipt of valid tax invoice".

If the Sponsor decides to use a CRO and the CRO will make payments – Insert the following:
"The Sponsor has subcontracted with [Name Of CRO (ABN XX XXX XXX XXX)], of [full address], to provide certain administrative services with respect to this Agreement, including payment to the Institution".
Please Note: The sponsor has authorised CRO to make payments to Institution on its behalf. All invoices for services under this Agreement will be made out to the Sponsor and sent to CRO for payment. For the avoidance of any doubt, the Sponsor remains responsible for all payments under this Agreement.

HREC REVIEW

Please Note: HREC Fees are reviewed annually and are subject to change, for a guide to current fees, please refer to the 'SA Health Research Ethics and Governance Fees Schedule' found at:

http://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/About+us/Health+and+medical+research/Research+ethics/Research+Ethics+and+Governance+Fees
Furthermore: HREC Fees should include additional administration costs if the unit is acting as lead site.

GOVERNANCE REVIEW

Please Note: Research Governance Fees are reviewed annually and are subject to change, for a guide to current fees, please refer to the 'SA Health Research Ethics and Governance Fees Schedule' found at: http://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/About+us/Health+and+medical+research/Research+ethics/Research+Ethics+and+Governance+Fees

- For all **Pharmacy** cost enquiries and/or quotes contact Peter Slobodian Peter.Slobodian@sa.gov.au
- For all **Nuclear Medicine** cost enquiries and/or quotes contact Rachael Dobson Rachael.Dobson@sa.gov.au
- For all **Non-standard of Care Pathology** cost enquiries, form 687 and/or quotes contact Dimitrios Zissis Dimitrios.Zissis@sa.gov.au
- For all **Radiology** cost enquiries and quotes contacts: RAH - Michael Consalvo Michael.Consalvo@sa.gov.au or TQEH - Steve Meinel Steven.Meinel@sa.gov.au

Study Site Fees

Feasibility Assessment
Includes:

- Exchange of reciprocal confidentiality agreements and preliminary review of the trial protocol.
- Protocol review by heads of host and supporting units (e.g. pharmacy, radiology etc.)
- Feasibility determination of trial alignment with site mission, research priorities and risk management profile
- Feasibility determination of subject recruitment ability
- Feasibility determination of personnel skills and knowledge, and resource availability
- Feasibility determination of proposed budget and contract

Ethics Application
Includes:

- Activities associated with the preparation and submission of the Human Research Ethics Committee (HREC) application form
- Activities associated with the review of the ethics application by the HREC (including any requests for additional information and subsequent consideration of that information)
- Administrative costs associated with activities conducted only at the lead site

Site Specific Assessment (SSA) Application

Please Note: A non-refundable, one time Start-up Fee will be paid to Institution upon signing the 'Research Office – Invoicing Details Form'.

If the study is cancelled by the Sponsor after ethics submission but prior to execution of the Clinical Trial Research Agreement, a pro-rata payment will be required to cover the costs of these initial activities.

SSA Application activities include:

- Activities associated with the preparation and submission of the SSA form including:
  - Completion of the form
  - Obtaining authorising signatures
  - Liaising with inter-institutional departments
  - Adapting lead HREC approved master Participant Information and Consent Form (PICF)(s) with site specific letterhead and contact details
  - Liaison with the sponsor mutual transference of relevant documentation
- Activities associated with the processing of regulatory documents (e.g. Clinical Trial Notification (CTN) Form
- Activities associated with the processing of insurance and indemnity documents
- Activities associated with the processing of safety and/or biosafety reports

- Activities associated with the processing of trial agreements
- Activities associated with the provision of additional information for SSA review

Clinical Budget Preparation Guidance

Site Implementation Fees

Includes:

- Trial Initiation
  - Start-up meetings (including transference of trial documentation, information sessions for principal or co-investigators and/or clinical trial manager/coordinators and representatives of the participating departments, and any training of staff directly involved in the clinical trial). This may include payment of travel and accommodation for participating staff, where appropriate.
  - Activities associated with each department's preparation for trial operation (including preparation of trial request forms, coordination with investigators, identification of locations for storage of samples, development of supporting documentation and instructions, and any necessary preparation of medical records)
  - Activities associated with the hire, purchase and/or receipt from the sponsor of any equipment (including ICT infrastructure) and includes the required set-up/customisation/commissioning of the equipment to ensure its suitability for use in the clinical trial and ongoing maintenance.
- Patient Accrual
  - Pre-screening activities directly inked with clinical trial cohort identification and may include:
    - Database and medical records review
    - Development of recruitment plans, suggested strategies, timelines and costs
    - Development and execution of a consultation plan to support study recruitment and provide opportunities to increase awareness about and participate in clinical research
    - Interviewing potential participants to discuss issues of suitability (either by telephone or face to face)
    - Documenting pre-screening activities (irrespective of eligibility)
  - Recruitment activity associated with involving potential and recruited trial participants between the completion of pre-screening and the final determination of the assessment for suitability, may include:
    - Provision of education and information to possible trial participants
    - Organisation of screening visits (including any required assessment and/or tests)
    - Documentation of recruitment activity (irrespective of the number of potentially eligible participants that fail the screening assessment)
- Clinical Services
  - Screening and health assessment including:
    - Physical examination
    - Obtaining a medical history
    - Measuring vital signs
    - Diagnostic tests
    - Imaging examinations
    - Confirmation of diagnosis (which may include genomic eligibility confirmation)
    - Provision of information about the trial to participants and staff
    - Explanation of the requirements of involvement
    - Ensuring understanding and, where appropriate, obtaining consent to participate in the trial
  - Laboratory tests and procedures including:
    - Pathology
    - Histopathology
    - Haematology
    - Chemical
    - Microbiology
    - Immunology
    - Tissue pathology
    - Cytology
    - Genetics

- Imaging examination and procedures including:
  - Plain radiography
  - Computed tomography (CT)
  - Magnetic resonance imaging (MRI)
  - Ultrasound
  - Nuclear medicine
  - Position emission tomography (PET)
- Radiation therapy planning and treatment including:
  - External beam radiation therapy
  - Brachytherapy
- Other clinical tests or procedures including:
  - Surgical an non-surgical procedures (e/g/ diagnostic and treatment related procedures)
- Specialist medical consultations:
  - Provided by medical specialists, General Practitioners (GPs), dentists and any other registered medical practitioner
- Nursing services:
  - Provided by enrolled, registered and specialist nurses, midwives and nurse practitioners
- Allied health services
  - Provided by registered allied health professionals (e.g. pharmacists, physiotherapists, dietitians, occupational therapists)

- Pharmacy/Investigation Drug Related
  - Staff training (drug specific) including:
    - Activities associated with the training of pharmacy staff (including site specific dispensing guidelines)
    - Activities associated with training in the use of Interactive Voice Response System (IVRS)/Interactive Web Response System (IWRS) randomisation systems
    - Activities associated with training of other staff including doctors, nurses etc. on the drug-specific aspects of the trial protocol
  - Stock management
    - Activities associated with the receiving of pharmacy stock
    - Inventory checking
    - Downloading of temperature logs
    - Transferring logs and drug receipts to the sponsor
    - Stock management during the implementation phase including:
      - Expiry management
      - Labelling
      - Storage of used/unused products
      - Monitoring required to ensure viability of the product
      - Data entry associated with expired or unused medicines
      - Returning used or unused medicines to the sponsor
  - Drug preparation and dispensing including:
    - Activities associated with the manufacturing of the drugs (if applicable)
    - Activities associated with the preparation of the drugs (e.g. aseptic, cytotoxic or placebo preparation)
    - Development and maintenance of special dosage forms (including the activities associated with the randomisation process if applicable)
    - Activities associated with the conduct of dispensing (including the provision of counselling to trial participants)
    - Review of clinical trial participants' adherence to the trial protocol
    - Costs related to on-call/call back and recording details in the trial participant's medical record
- Biospecimen Related
  - Biospecimen collection and processing (central labs) including:
    - Activities associated with the collection, processing and transport (e.g. quarantine permits, etc.) of trial biospecimens
    - Processing of biospecimens including those activities involved in preparing the biospecimen for analysis following collection

        - Activities involved in arranging transfer of the biospecimen(s) to central laboratories (for biospecimens tested on-site, biospecimen collection and processing is covered by the appropriate test in the clinical services category)
    - Biospecimen storage
        - Activities associated with the local storage (if required) of biospecimens collected as part of the trial
- Clinical Resources
    - Investigator time
        - Unit labour cost (fully absorbed hourly rate, i.e. inclusive of overheads) for any activities (clinical or non-clinical) that need to be carried out by an investigator, that are specific to the trial, and not covered by an item listed elsewhere
    - Research nurse time
        - Unit labour cost (fully absorbed hourly rate, i.e. inclusive of overheads) for any activities (clinical or non-clinical) that need to be carried out by a research nurse, that are specific to the trial, and not covered by an item listed elsewhere
    - Clinical research coordinator (non-research nurse) time
        - Unit labour cost (fully absorbed hourly rate, i.e. inclusive of overheads) for any activities (clinical or non-clinical) that need to be carried out by a clinical research coordinator, that are specific to the trial, and not covered by an item listed elsewhere
    - Interpreter services
        - Unit labour cost (fully absorbed hourly rate, i.e. inclusive of overheads) for any activities (clinical or non-clinical) that need to be carried out by an interpreter, that are specific to the trial
    - Ward bed days
        - Unit labour cost (fully absorbed hourly rate, i.e. inclusive of overheads) for a patient admitted to a ward to receive clinical services (including monitoring) that are specific to the trial (i.e. the services do not represent standard of care)
    - Clinic/theatre time
        - Unit labour cost (fully absorbed hourly rate, i.e. inclusive of overheads) for a patient spending time in clinic and/or theatre to receive clinical services (including investigation) that are specific to the trial (i.e. the services do not represent standard of care)
    - Outpatient time
        - Unit labour cost (fully absorbed hourly rate, i.e. inclusive of overheads) for a patient receiving clinical services in an outpatient department
- Trial Operation
    - Lead site coordination:
        - Activities conducted only at the lead site associated with the ongoing coordination and management of all the nominated sites participating in the trial (i.e. excluded those activities conducted at the lead site that are site's participation in the trial but includes activities associated with coordinating information flow to and from the lead HREC, sponsor and other sites)
    - Administration, monitoring and reporting
        - Activities associated with ongoing operation of the trial at the trial site that occur post initiation of the trial, includes:
            - Annual administration fee advised to cover administration costs
            - Liaison with investigators and/or sponsor (including monitors)
            - Preparation of materials for, in involvement in, monitoring visits
            - CRF completion and entry,
            - Endpoint recording
            - Accrual reporting
            - Safety and adverse event reporting
            - Review of SAE reports
            - Management of trial documentation
            - Retrieval of medical and/or clinical records
            - Invoicing
            - Annual reporting (including annual ethics report and final report)
            - Audit preparation and hosting
- Participant related

- Participant time
  - The unit cost for the time involved in participating in the trial (This item is only intended to be used for Phase 1 health volunteer trial, where payment for participant time is the norm. Any provision for participant payment would be described in the Clinical Trial Agreement (CTA) and in the PICF and will have been considered by the lead HREC)
- Participant costs
  - The unit cost that may be necessarily incurred by a trial participant due to participating in the trial (may include transport to and from trial location, car parking, meal allowances (where extended time attendance is required), and overnight accommodation costs where participants need to travel significant distances to and from the trial location and/or need to stay in close proximity to the trial site for an extended period (Any provision for imbursement of participant costs would be described in the CTA and in the PICF and will have been considered by the lead HREC)

- Amendment Processing
  - Amendment preparation and submission
    - Activities associated with the preparation of protocol amendments to the HREC and/or Research Office (RO) including amendment to the PICFs, investigator brochures and any other trial information which has been updated or amended.
    - Activities associated with response to HREC and/or RO queries and/or requests for additional information and forwarding copies of relevant authorisations (once obtained) and associated documentation to the trial funder/sponsor
  - Amendment review
    - Activities associated with the review of the amendment documentation by the HREC and/or RO, including the preparation of any requests for additional information and subsequent consideration of the material provided

Site Closeout Items

Includes:

- Site Closeout Visit
  - Activities that occur at the end of a trial as part of the attendance by the sponsor (and/or representative) at the trial site for a series of meeting with personnel that were involved in the trial.
  - Includes
    - Verifying that the study procedures have been completed
    - Verifying that all relevant data have been collected and transferred to the sponsor
    - Preparing and implementing plans to un-blind/unmask and debrief site staff
    - Arranging for the study intervention to be returned to the responsible party or prepared for destruction
    - Activities undertaken to confirm that the site's trial obligations have been met and post study obligations are understood.
    - Covers the provision of assurances that the relevant data have been collected and transferred
- Record Archiving
  - Archiving of trial materials
    - Activities associated with archiving the trial records for the required period
    - Includes the boxing up of all trial material ready for archiving/storage
    - Includes the secure storage of the material for up to the agreed number of years
    - Current fees for 15 year storage is **$500** per archive box, should the sponsor require documents be kept beyond this period, additional payment will be made according to market rate at that time.
    - If the Sponsor is paying for archiving directly with the archiving facility, the clause should read: "**Sponsor will pay for archiving of Study documents for the 15 year period, directly with the agreed archiving facility**."
  - Drug return/destruction
    - Activities associated with the return of the trial drugs to the sponsor an/or the destruction of the trial drugs according to the institution's policy, sponsor requirements (if applicable), safe operating practice and the requirements of the trial
  - Biospecimen transfer/destruction

- Activities associated with the transfer of biospecimens obtained throughout the trial to a tissue bank (if provided for by the trial protocol) and/or the destruction of bio specimens according to the institution's policy, sponsor requirements (if applicable), safe operating practices and the requirements of the trial

Study Participant Costs

(For Medicines Australia Agreements please ensure that the patient/client is referred to as "Study Participant" throughout Schedule 2 as this is the definition used within the body of the MAMTAA Agreements – refer to http://medicinesaustralia.com.au/issues-information/clinical-trials/clinical-trials-research-agreements/ or http://www.mtaa.org.au/policy-initiatives/clinical-investigations)

Note: The table below is a guide only. Please refer to the Protocol and Time and Events Schedule for further information regarding study procedures. Please ensure every activity is documented and sufficient time allocated to each activity.

Per Study Participant Costs

Study Procedures	Screening Visit	Enrolment Visit	Randomisation Visit	Visit 1	Visit 2	Visit 3	Visit 6	Visit xx	Final Study Visit	Follow-up
TOTAL	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
25% overhead	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
										$

- Modify columns in table to reflect the number of participant visits schedule for entire study
- Modify rows in table to reflect all study procedures (refer to protocol)

If applicable, ensure that the Study Participant Budget includes items such as Study Participant travel and accommodation costs, any meals they may require, (especially if they need to attend for Study Visits in the Fasting state).

Please ensure that you are compensated for Screen Failures and Unscheduled Study Participant Visits.

The Research Finance Advisor must sight and consider the budget and any associated costs before giving authorisation.