

National Office for Research Ethics Committees – Payment of Fees

Applicant procedure for payment of fees for review by National Research Ethics Committees

Version 2.2

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1 Definitions

EFT: Electronic Fund Transfer

HRB: Health Research Board

NREC: National Research Ethics Committee

NREC-CT: National Research Ethics Committee for Clinical Trials of Investigational Medicinal Products

NREC-MD: National Research Ethics Committee for Clinical Investigations of Medical Devices

PI: Principal Investigator

2 Payment of fees

- i) Applicants must pay the relevant fee in advance of submission to the National Office for Research Ethics Committees. An applicant should complete the Payment Processing Form available on our website. The completed Payment Processing Form must be e-mailed to nrec-finance@nrec.ie, with the reference “NREC-Payment Processing Form” followed by the PI/sponsor name. An invoice will then be sent to the applicant with bank payment information.
- ii) All payments must be made in full, in Euro, and paid by credit transfer / EFT, with the invoice number referenced on the transaction.
- iii) Please obtain a Bank Advice Note for your transaction. This should include all details listed below:
 - Invoice reference number
 - Beneficiary IBAN
 - Date of payment

Should any of these details be omitted, the processing of the application may be delayed.

Should issues arise in the payment of fees, please contact the National Office finance team at nrec-finance@nrec.ie.

- iv) Please note, there are different fees for NREC-CT (Clinical Trials) and NREC-MD (Medical Devices). For new applications, this will include a flat ‘new application’ fee and additional fee(s) for each ‘site’. Please see the table below for details.

NEW STUDY APPLICATION¹	NREC-CT	NREC-MD
Commercial (Industry) ²	€1,000	€500
Non-Commercial (Academic) ³	€150	€75
FEE FOR EACH SITE RELATED TO A NEW APPLICATION		
Commercial (Industry) ²	€150	€80
Non-Commercial (Academic) ³	NIL	NIL
SUBSTANTIAL AMENDMENT		
Commercial (Industry) ²	€200	€125
Non-Commercial (Academic) ³	€50	€25
APPEAL		
Commercial (Industry) ²	N/A	€400
Non-Commercial (Academic) ³	N/A	€60

3 Application submission

Applicants should include the related bank advice note when submitting their documentation to the relevant NREC for review.

This will serve as evidence of payment and will support the validation of an application.

Evidence of payment is an essential component of application validation, and applicants should allow sufficient time for processing of their application fees in advance of the submission cut-off dates.

¹ This includes Post-Market Clinical Follow-Up Studies for Medical Devices

² Where the sponsor is an industry lead, commercial fees apply

³ Where the sponsor is an academic lead, non-commercial fees apply