| Grand Valley State University<br>Institutional Review Board (IRB) | |
|---|---|
| Title: *IRB Review Fees* | |
| Section: 040 | |
| Approved by IRBPPC: 04/23/2020<br>Revised by IRBPPC: 10/05/2023<br>Revised by IRBPPC: 05/28/2026<br>Revised by IRBPPC: 10/09/2026 | Approved by AIO/RIO: 04/27/2020<br>Approved by AIO/RIO: 11/06/2023 |
| Effective Date: 10/09/2026 | |
| Related documents:<br>*Policy 210: The Determination of Human Subjects Research*<br>*Policy 1040: Post-Approval Compliance Review*<br>*G-1: Guidance on Determining if IRB Approval Is Required* | |

## Policy

1. IRB review fees are charged to maintain the expertise and efforts needed to perform the numerous components of appropriate review, assessment and approval of research protocols, and to support post-approval monitoring.

2. Fees do not influence the decisions reached by the IRB. If the IRB votes to table or disapprove a research protocol, no additional fee will be charged for reconsideration.

3. Research subject to IRB review fees

   The following human subjects research is subject to GVSU IRB review fees:

   A. Research conducted by GVSU researchers that is partially or fully sponsored by industry or other for-profit companies and that is covered by a Fee-for-Service Agreement.

   B. Research conducted by institutions in which there is no collaboration with GVSU researchers, but GVSU serves as the reviewing IRB.

4. Research excluded from IRB review fees

   The following human subjects research is not subject to this policy:

   A. Research conducted by GVSU researchers or in collaboration with GVSU researchers that is not sponsored, either in whole or in part, by industry or other for-profit companies.

   B. Research conducted by GVSU researchers or in collaboration with GVSU researchers that is partially or fully sponsored by industry or other for-profit companies and that is covered by a Research Collaboration Agreement stipulating that the IRB review fees are waived.

C. Research conducted by GVSU researchers or in collaboration with GVSU researchers that includes students conducting the research as part of a for-credit course (e.g., capstone course, undergraduate research course, etc.).

D. Research conducted by GVSU researchers or in collaboration with GVSU researchers that is partially or fully sponsored by industry or other for-profit companies, but which is funded via federal*, state, county, and local governments, or not-for-profit organizations (*refer to NIH exception in Procedures, Section 4).

E. Research conducted by GVSU researchers or in collaboration with GVSU researchers that is sponsored by funding agencies that prohibit payment of IRB fees.

## Procedures

1. Fees will be administered by the GVSU ORCI and are for the review process; they do not guarantee approval of the research. Studies that are subject to IRB review fees will not be processed until the appropriate agreement has been executed and fees are paid in full. Fees are nonrefundable, regardless of whether the study is approved, withdrawn after submission, terminated before study milestones are met, and/or has or has not enrolled participants. Fees collected for IRB review will be used by the ORCI to support professional development for IRB members, infrastructure costs (e.g., electronic database management systems), and/or outreach for GVSU researchers.

2. IRB review fee schedule

   The fee amounts will be reviewed periodically and are subject to change.

| Type of Review | Full Board/ Expedited | Exempt | Research Determination | Reliance Agreement |
|---|---|---|---|---|
| Initial Review[1] | $2500 | $1000 | $250 | $1500 |
| Amendment | $1000 | $250 | N/A | No charge |
| Continuing Review | $1000 | N/A | N/A | No charge |
| Reportable Event | No charge | No charge | N/A | No charge |
| Personnel Change[2] | No charge | No charge | N/A | No charge |
| Closure | No charge | No charge | N/A | No charge |
| For Cause Post-Approval Compliance Review[3] | $1000 | $1000 | N/A | $1000 |

[1] There is no charge for a revised protocol submitted in response to a review.
[2] Does not include changes in Principal Investigator (PI). PI changes fall under "Amendment".
[3] See *IRB Policy 1040: Post-Approval Compliance Review*.

3. IRB review and outcomes

   a. The review process and timetable for submissions remains the same for all research, regardless of whether the research is subject to IRB review fees.

b. Fees are charged for services rendered. Because the IRB and the ORCI commit full resources to each review, the fees are due in full even if the IRB does not approve the study, the protocol is withdrawn after submission, participants are never enrolled, and/or the study is terminated before objectives are achieved.

c. IRB fees are non-refundable.

4. Direct versus indirect costs for National Institutes of Health (NIH) grants

    a. IRB fees are generally recovered as indirect costs in the Facilities and Administrative Costs rate.

    b. If the GVSU IRB will serve as the single IRB for multi-site research funded by the NIH, incremental costs incurred that exceed the indirect rate may be charged as a direct cost.

## Background

1. NIH expects that all sites participating in a non-exempt multi-site research study funded by the NIH will use a single IRB for that study. If the costs incurred to provide single IRB oversight exceed the indirect cost allowance, the additional expenses may be charged as direct costs with appropriate budget justification. Refer to the following NIH documents:

    a. NOT-OD-16-094: "Final NIH Policy on the Use of a Single Institutional Review Board for Multi-Site Research"

    b. NOT-OD-16-109: "Scenarios to Illustrate the Use of Direct and Indirect Costs for Single IRB Review under the NIH Policy on the Use of a Single IRB for Multi-site Research"

    c. NIH FAQs on Single IRB Policy for Multi-Site Research

2. Types of Agreement

    a. Fee-for-Service Agreements: These agreements are legally binding contracts used when GVSU expertise is applied to solve problems within the business community. They include GVSU standards and terms and conditions that enable entities to conduct relevant work, the results of which will be owned by the business.

    b. Research Collaboration Agreements: These agreements are a written contract between GVSU and one or more organizations that help define the relationship during a research program. This agreement develops the intent to share data and research materials, as well as publication of research findings. Generally, these agreements also include terms and conditions outlining how the results of the research will be shared between parties.

## Guidance

Investigators should take these fees into account when proposing research to external sponsors. Please consult with the ORCI during the planning stage of projects that involve IRB review fees (as outlined in Policy Statement 3 above) to ensure the appropriate agreement is being utilized and all relevant terms and conditions are included.