



INSTITUTIONAL REVIEW BOARD FEE SCHEDULE

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Negotiating IRB Fees in Contracts

IRB fees should be included in contract negotiations, including initial IRB review, whether the study contract is finalized or not.

These fees should be a line item in the budget of the formal contract as an upfront and non-refundable item. The contracts office will help you with this if needed. Most industry sponsors are aware of IRB fees and have included funds for IRB review.

NOTE: The Initial Review fee is charged even if the study does not commence at MaineHealth, but the IRB review occurred.

IRB Fee Line-items for Budgets

All new studies with industry/commercial sponsors submitted to the IRB on or after **July 1, 2025**, should include the new IRB fee schedule as outlined here.

All budgets within this timeframe that are negotiated for industry sponsored studies should include the following four line-items for IRB fees:

1. Initial Submission
2. Continuing Review(s) (with the number of reviews being based off the proposed duration of the protocol),
3. Modification(s) (which should be captured as invoiced per occurrence), and
4. Closure.

IRB Review of Industry Funded Research

Review Level	Review Type	Fee
Full Board	New Protocol	\$3,000.00
Full Board	Continuing Review	\$1,500.00
Full Board	Amendment*	\$1,000.00
Expedited Review	New Protocol	\$2,500.00
Expedited Review	Continuing Review	\$500.00
Expedited Review	Amendment*	\$500.00
Exempt Review	New Protocol	\$1,000.00
Expedited Review	Closure Fee	\$350.00

*IRB fees will not be applied to administrative changes such as staff changes or IRB required administrative updates.

IRB Administrative Review of Industry Funded External IRB Submissions

Review Level	Review Type	Fee
Administrative	Initial Review	\$2,000.00
Administrative	Annual Administrative Fee**	\$1,500.00
Administrative	Close Out	\$350.00
Administrative	For Cause Audit	\$1,000.00

** Modifications and Continuing Review (Inclusive, and billed annually)

HOW TO REFLECT FINANCIAL INFORMATION IN THE IRB SYSTEM

The information needed by the IRB to complete the billing should be included in the IRB application on the Study Funding Sources Page. Please add the appropriate MaineHealth grant number (GR Number) on the Study Funding Sources page under Grants Office ID.

This information should be included at the initial submission. The application should also be updated through a modification as needed when the contract is complete or the funding changes.

INVOICING OF FEES

Beginning on July 1, 2025, if the IRB billing office is unable to secure a grant or award number from the study team within three months from the date of initial IRB approval, the IRB may automatically charge the departmental account.

It will then be the responsibility of the department to reallocate the charges to the correct sponsor project fund.