

Baystate Health

Human Research Protection Program
759 Chestnut Street, Mailstop 280
Springfield, Massachusetts 01199
Telephone: (413) 794-4356 Fax: (413) 794-0300

November 1, 2011

To Whom It May Concern:

The Baystate Health Institutional Review Board (IRB) charges an initial review fee of \$2500. The fee is assessed at the time of initial submission and is due within 30 days of receipt of invoice. This fee is to cover expenses for IRB operations and administration related to the initial submission of a research project. This fee is retained by the IRB and is not available to the Principal Investigator. This fee is not intended to compensate for the PI or staff time related to IRB preparation, submission and maintenance. This fee does not bear overhead.

The Baystate Health Institutional Review Board (IRB) charges an annual maintenance fee of \$500. This fee is to cover expenses for ongoing IRB operations and administration including continuing review activity, protocol amendments, and other reviews. This fee is retained by the IRB and is not available to the Principal Investigator. This fee is not intended to compensate for the PI or staff time related to IRB preparation, submission and maintenance. This fee does not bear overhead.

The Baystate Health Institutional Review Board (IRB) routinely requires the translation of consent documents and other patient materials into Spanish. This criterion is generally waived if the research is a pilot study of <10 patients with no expectation of benefit or a study that has an expected enrollment period of <42 days. Baystate Health provides qualified interpreters and certified translations through the Interpreter and Translation Services Department. **A translation fee of \$750 is assessed to externally funded research.** Some study sponsors prefer to provide their own translated research materials. The IRB will accept these translated research materials only if accompanied by a certificate of translation. If a sponsor will be providing certified translations, or if the study meets the translation waiver criterion, a memo must be attached to the IRB submission.

If you require additional information, please contact the IRB office at (413) 794-4356.

Sincerely,

/s/ Karen A. Christianson

Karen Christianson, RN, BSN, CCRP
Director
Human Research Protection Program