

PaLMS Research Quote Guidelines

Application Information

PaLMS maintains a long-term commitment to Clinical Research and to providing a facilitating environment to assist all stakeholders.

Initiating a Clinical Research Study

To initiate the application process, Clinical Research investigators are asked to complete the **Research Quote Request Form** and return it to the PaLMS Clinical Research Coordinator. It is also important for the investigators to contact the PaLMS Clinical Research Coordinator to ensure they are aware of the services offered by PaLMS to optimise support for the Research.

When the PaLMS Clinical Research Coordinator receives the **PaLMS Research Quote Request Form** the Clinical Research can be assessed including answering any questions regarding the Research. A part of the assessment may include a meeting with the head of the laboratory department and/or a tour if requested by the investigator. The PaLMS Clinical Research Coordinator will then organise for two **Quotes, 4a and 4b**, to be sent to the investigator. The applicant will need to submit **Quote 4a** to the NSCCAHS Research Governance Officer when applying for site specific assessment approval for the Clinical Research. Once the Clinical Research is authorised, **Quote 4a** will be returned to the PaLMS Clinical Research Coordinator by the Research Governance Officer.

Once it is decided to commence the Clinical Research the second quote **Quotes 4b**, is to be signed and dated (retain a copy for future reference) and returned to the PaLMS Clinical Research Coordinator at least two weeks prior to the commencement of the Research. The investigators will then be provided with test reference ranges and tailored PaLMS Clinical Research request forms or study labels.

An upfront application fee will apply for each quote. Contact the Clinical Research Coordinator for further information.

PaLMS Standard Fee

The Sample Test quote will be calculated on the Commonwealth Government Medicare Benefits Schedule (MBS) and is subject to change inline with MBS changes. When the Schedule Fee for a particular test does not cover the cost of performing that test, then the PaLMS Standard Fee will be based on the cost of performing the test rather than the Schedule Fee.

A PaLMS Standard Fee will be determined for other processes required within the Research including:

1. Storage
2. nonMBS Sample Testing
3. Episode Handling and or Collection



4. Transport within NSW, interstate or over seas
5. Data Management
6. Other requirements as indicated by the Clinical Research

PaLMS will undertake to:

- accurately process pathology samples as agreed
- use all reasonable efforts to investigate and correct any problems as soon as practicable and advise the principle investigator of the status of any actions undertaken
- use best endeavours to maintain services when incidents outside of PaLMS control occur

The undertakings by principle investigator of the Clinical Research are to:

- Gain site specific assessment approval, sign the **Quote 4b** and a **Clinical Research Registration Form** (sent to the applicant by the PaLMS Clinical Research Coordinator after receiving the sign **Quote 4b**) prior to commencement of the Research).
- be responsible for funding arrangements between PaLMS and the sponsoring organisation
- ensure that adequate funds are available to cover the agreed costs and that payment of invoices is within the timeframe set out by PaLMS
- recognise that default of payment may preclude approval of future studies
- notify PaLMS on completion of the Research
- agree to the conditions set out by PaLMS

All enquiries and **PaLMS Research Quote Request Form** to
Clinical Research Coordinator
PaLMS Executive Suite
Level 5, RNSH
St. Leonards 2065
Phone: (02) 8425 3129
Fax: 9437 1477
E-mail: rshi@nscchahs.health.nsw.gov.au

The **PaLMS Research Quote Request Form** is also available on the PaLMS intranet and internet www.palms.com.au