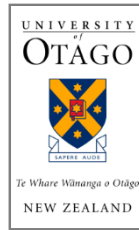




Health Research South



Te Whatu Ora
Health New Zealand
Southern

Research Resource Lab Request Form Awanui Labs (formerly known as Southern Community Laboratories)

Guidelines for Researchers

- 1) Identify tests required for the study and list on the Research Resource (Awanui Labs) Request Form.
- 2) Find the unit price for each test at <https://sclabs.co.nz/referrers/patient-charging/> or <https://scg.labapps.nz/#/OTG/>
 - a) For commercial clinical trials, full cost recovery is expected and there will be no discounts.
 - b) A 10% discount may be available for non-commercially funded projects. Enter the price with discount on the form & ask Awanui Labs to confirm.
 - c) The list has been prepared to be as comprehensive as possible, but if a test you require is not on the list please note the test on the form with a comment "not on price list".
 - d) Further discount may be possible where a trial requires unusually high volumes of a particular test, or bypass of Awanui Labs pre-analytical processes is possible. These arrangements must be discussed with the Awanui Labs Clinical Trial coordinator
os-ctc@sclabs.co.nz
- 3) Fill in all details on the Research Resource (Awanui Labs) Request Form
Note: All requested information is needed. Missing details might hold up the process for you.
- 4) When the form is complete, email to os-ctc@sclabs.co.nz.
- 5) Awanui Labs will:
 - a) Process the document. This includes checking that the costs on the form correspond with their price list.
 - b) Sign to confirm the quote.
 - c) Return the form to you at the email address you have provided on the form.
- 6) When the study has been confirmed, you must complete the 'Study Confirmed' section of the *Resource Request Form* and e-mail to os-ctc@sclabs.co.nz. If Awanui Labs does not receive the confirmation, testing cannot be guaranteed.
- 7) Awanui Labs will send you a customised test request form to use for study samples. Project Title, tests required, billing and reporting information will be included on this request form.
- 8) **Note: Patient names should NOT be entered on request forms for tests being done solely for a research study. Please use unique study identifiers instead to preserve patient privacy and help prevent research trial participant details appearing on invoices.**