

Research Resource (SCL) Request Form Southern Community Laboratories

Guidelines for Researchers

- 1) Identify tests required for the study
 - a) There are two columns on the pricelist. The first column is for commercial clinical trials. In these cases, full cost recovery is expected and there will be no discounts.
 - b) The second column has a 10% discount. This discount has been negotiated with SCL in recognition of the non-commercial nature of some funding.
 - c) Check pricelist for the relevant costs. 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) While the vast majority of studies will fall into the two categories above, on occasion further discount may be possible where a trial requires unusually high volumes of a particular test, or there is a particularly limited funding source. ("Particularly limited" funding sources do not include any research grants or network-type trials. These are expected to be budgeted to at least recover costs.)
 - e) Please discuss with the Health Research Office any situations that might fall into the situation outlined in para (d). They will advise on how to proceed.
- 2) Fill in all details on the *Research Resource (SCL) Request Form*
 - a) Note: All requested information is needed. Missing details might hold up the process for you.
- 3) When the form is complete:
 - a) Make a copy for your own records
 - b) Send by internal mail to the address on the form (Roger Barton, SCL, ODHB Internal box 81).
 - c) Note #1: HRO and SCL have discussed the merits of email versus paper mail. At this stage, paper mail is preferred by SCL to avoid requests getting 'lost' in large numbers of emails.
 - d) Note #2: forms must be sent to Roger Barton. Sending forms to other members of SCL may result in delays while these are rerouted.
- 4) SCL will:
 - a) Process the document. This includes checking that the costs on the form correspond with the SCL list.
 - b) Sign to confirm the quote.
 - c) Return the form to you at the internal mail address you have provided on the form.
- 5) The HRO will notify SCL when the study has received Clinical Research Approval
- 6) When you are ordering your tests, please ensure the project title and your custodial account number, corresponding with the information supplied above, are included on the order request.

Process Review

This process, including pricelist and form, is due for review September 2010.
To help with the review, we welcome your feedback.