Formal Quote Guidelines

NOTE: All Laboratory set-ups will be subject to a Lab Set Up Fee ($350.00) upon submission.

To establish laboratory services for a clinical trial and/or research project at the **Cross Cancer Institute**:

Step	Action	Additional Information
1.	Please complete the **Formal Quote Form**. The Formal Quote Form **must** be completed in full and all necessary documentation must be included before we will proceed with Operational Approval and Formal Quote. **Forms with incomplete information will be returned to sender.**	See NACTRC AHS Laboratory Services / **Cross Cancer Institute** /Formal Quotes for Budget Preparation and Laboratory Setup Example of completed form can be found at: • See NACTRC AHS Laboratory Services / **Cross Cancer Institute /** Formal Quotes for Budget Preparation and Laboratory Setup **Note:** Refer to Regional Laboratory Services Guide To Laboratory Services for specific test names and test code(s). Website: **http://www4.albertahealthservices.ca/labservices/mmenu.asp** If the test is not listed in the Guide To Laboratory Services, provide the complete test name on the Formal Quote Form.
2.	Submit the following information into the **NACTRC** system, ensuring **Laboratory Services** is selected: • **Formal Quote Form** • **Study Protocol** • **Laboratory Manual (if available)** • **Ethics Approval** If there is additional information or information was obtained after initial submission, email: Bertha.Woynorowski@albertahealthservices.ca Or submit a hard copy to: **Clinical Trials Coordinator, Laboratory Services** **Room 1491 Laboratory Medicine** **Attn: Bertha Woynorowski** **Cross Cancer Institute** **11560 University Ave.** **Edmonton, AB T6G 1Z2**	**Submissions are subject to a $350.00 set-up fee. NACTRC does not subsidize this fee.** **The Set-up Fee will be invoiced once billing information is provided.** Receipt Date in Laboratory will be recorded as the date that all the necessary information was received. **Phone inquiries/price quote requests will not be accepted.**

Step	Action	Additional Information
3.	Upon review, the Clinical Trials Coordinator will **approve or deny** the request in the NACTRC system.	If required, the Clinical Trials Coordinator will contact the Study Coordinators for additional information. **If no response within 90 days, the study will be declined**.
4.	If approved, a quote will be prepared and provided to the Study RN/Coordinator within **10** working days of receipt of **all** required information. ***Alberta Health Services, Laboratory Services will review pricing every year and post new prices by April 1st of each year.***	For STAT requests (less than 10 working days), an **Administration Fee of $500.00** payable in **advance** is required. The administration fee is non-refundable and must be received before the STAT request is processed.
5.	A written response to the price quote is required and must be returned to the Clinical Trials Coordinator. The Study RN/Coordinator should review the formal quote for any errors or modifications.	The last page of the quote includes a section for a signature to indicate acceptance of the quote. The signed quote is returned.
6.	Draft requisitions, specific to the Study, will be created and forwarded to the Study RN/Coordinator. The Study RN/Coordinator should review the requisitions for any errors or modifications. The Study RN/Coordinator must notify the Clinical Trials Coordinator that the draft requisitions are acceptable.	Study RN/Coordinator must consult with Clinical Trials Coordinator to discuss required changes.
7.	**Once all NACTRC approvals are obtained and ethics approval and billing account information is provided,** the Clinical Trials Coordinator will assign a Laboratory Control Number and print master requisitions.	**Please specify if you want the master requisitions left for pick-up in laboratory or sent by interoffice mail.**