CADTH

Guidelines for Manufacturers on Application Fees for CADTH Pharmaceutical Reviews

APRIL 2019

CADTH

1. Introduction

This document provides guidelines to manufacturers on the application fees for the review of a drug submission or resubmission filed with the CADTH Pharmaceutical Review programs, being the CADTH Common Drug Review (CDR) and the CADTH pan-Canadian Oncology Drug Review (pCODR), hereafter referred to as the CADTH Pharmaceutical Reviews. CADTH may amend, from time to time, the *Guidelines for Manufacturers on Application Fees for the CADTH Pharmaceutical Reviews*, hereafter referred to as the Guidelines on Application Fees, and all matters related to the Pharmaceutical Reviews. Amendments to, and clarifications of, the Guidelines on Application Fees may be effected by means of directives (called *CADTH Pharmaceutical Reviews Update*) issued by CADTH on an as-needed basis between formal revisions of the document. Any changes to the Guidelines on Application Fees will be applied prospectively.

The Guidelines on Application Fees were established to ensure that the appropriate amounts of CADTH Pharmaceutical Review fees are being recovered from the applicants in accordance with the mandate of the Conference of Deputy Ministers of Health. The fees will supplement existing federal, provincial, and territorial funding and will be used to help finance an increase in the number of drugs CADTH reviews annually.

1.1 Scope

This document applies to all drug review applications filed by manufacturers with the CADTH CDR and the CADTH pCODR programs for drug submissions and resubmissions. In addition, this document applies to requests for reconsideration for the CDR program. The Guidelines on Application Fees must be read in conjunction with the following documents found on the CADTH website.

CADTH Common Drug Review

- *Procedure and Submission Guidelines for the CADTH Common Drug Review*

CADTH pan-Canadian Oncology Drug Review

- *pan-Canadian Oncology Drug Review Submission Guidelines*
- *pCODR Procedures*

1.2 Background

Application fees are required for all drug submissions and resubmissions filed by manufacturers for review through the CADTH Pharmaceutical Review process, which is a pan-Canadian evidence-based process for conducting consistent, clear, objective, and rigorous reviews of the clinical evidence, cost-effectiveness, and patient perspectives on these drugs. This information is used to provide formulary listing recommendations to Canada's publicly funded drug plans, excluding that of Quebec. Application fees will not apply to any submission, resubmission, or request for advice filed by the CADTH Pharmaceutical Review-participating drug plans and tumour groups.

2. Implementation Guidelines

This section provides information on the fee amounts, the types of fees charged, and guidelines on refunds.

2.1 General Contact Information

For questions regarding invoicing and the timing of the application fees payment or questions about your account, please contact Accounts Receivable by phone at 613 226 2553, ext. 1314; fax at 613 226 5392; or email at accountsreceivable@cadth.ca. Please have your customer and invoice numbers readily available.

For questions regarding the type of fee charged for your application, please contact CADTH Central Intake by email at requests@cadth.ca.

2.2 Fee Payment Procedures

All payments must be made in Canadian funds. Payments must be made payable to either "CADTH" or the "Canadian Agency for Drugs and Technologies in Health."

2.2.1 Application Fee Schedule

Application fees will be charged based on the schedule in Table 1, plus applicable taxes. Applicable taxes include GST/HST and /or QST.

The application fee schedule provides broad guidance on the fee schedules. CADTH reserves the right to make case-by-case determinations as to the applicable Schedule.

Table 1: Application Fee Schedule

Schedule	Application Type[a]	Fee
A	Submission for a new drug for review of a single indication	$72,920
	Submission for an existing drug for the review of a new indication	
	Submission for a new combination product for review of a single indication	
B	Each subsequent new indication,[b] including a new line of therapy, filed at the same time or sequentially for the three application types listed in schedule A	$58,340
	Resubmission based on new clinical information, with or without new cost information	
C	Submission for a new combination product (CADTH-designated tailored review)	$36,460
D	Resubmission based only on new cost information (CDR only)	$7,090
	Submission for a biosimilar	
	Request for reconsideration of an embargoed CDEC recommendation (CDR only)	

CDEC = CADTH Canadian Drug Expert Committee; CDR = CADTH Common Drug Review.

[a] Application types under schedules A and B would typically undergo a standard Pharmaceutical Review. Application types under schedule C would typically undergo a tailored Pharmaceutical Review. The various application fee schedules reflect the relative difference in estimated effort for the review of the various application types. Note: A case-by-case assessment may be made to the fee schedule, where there are multiple indications submitted as one submission.

[b] When an application is filed for the review of multiple indications at the same time and CADTH decides to conduct a standard Pharmaceutical Review for each indication, an application fee of $72,920 will apply to only one of these indications and for a new type of cancer or for an existing indication; but within a new line of therapy (e.g., first-line treatment, relapsed or refractory disease, adjuvant use), an application fee of $58,340 (approximately 20% discount) will apply to each of the other indication(s) to be reviewed. In addition, for each subsequent indication for a drug filed sequentially at a later date, an application fee of $58,340 will apply. This is irrespective of whether the additional indications are filed at the same time or sequentially, or the status of the Health Canada review.

Commencing on April 1st, 2018, and annually on each successive April 1st thereafter, CADTH shall adjust the Fees in Tables 1 and 2, based upon fluctuations in the Consumer Price Index (CPI) determined by the Bank of Canada "Total CPI." The increase shall be based on the average monthly increase in the CPI for the preceding April to January. The revised fee schedule will be posted on the CADTH website on or before March 31.

Fees will be charged at two Pharmaceutical Review process milestones for Schedule A, Schedule B, and Schedule C submissions. Schedule D fees will be charged at one milestone. Table 2 sets out the milestones.

Table 2: Milestones for Payment of CADTH Pharmaceutical Review Application Fees

Schedule	Milestone 1			Milestone 2			Total Fee
	Description	Per Cent Due	Amount Due	Description	Per Cent Due	Amount Due	
A	Initiation of review (CDR) Submission Deemed Complete (pCODR)	70%	$51,044	Sending reports to the manufacturer (CDR) Checkpoint Meeting is held (pCODR)	30%	$21,876	$72,920
B		70%	$40,838		30%	$17,502	$58,340
C		70%	$25,522		30%	$10,938	$36,460
D	Request accepted	100%	$7,090	NA	0%	$0	$7,090

CDR = CADTH Common Drug Review; pCODR = CADTH pan-Canadian Oncology Drug Review; NA = not applicable.

2.2.2 Submission of Payment

An initial invoice for the application fee owing will be sent based on the schedule and milestone description noted in Table 2.

Payments are to be sent to:
CADTH
Attn: Accounts Receivable
600–865 Carling Avenue
Ottawa, ON
K1S 5S8
Canada

All CADTH Pharmaceutical Review application fees are due within 30 calendar days of receipt of an invoice. If fee payment is not received within 30 days, the following will occur:

- A reminder will be provided indicating that payment is past due. It is the sole responsibility of the applicant to pay any fees by the due date and although it is CADTH's intention to send subsequent reminders of unpaid fees, it shall not be obligated to do so.
- If payment remains outstanding after 45 calendar days, all work on the drug review will be temporarily suspended. Once a review is suspended, there is no assurance that the review will be completed in time for the originally targeted CADTH Canadian Drug Expert Committee (CDEC) or CADTH pCODR Expert Review Committee (pERC)

meeting (hereafter referred to as the Expert Committee Meeting). If the review of an application has been temporarily suspended due to the non-payment of fees, CADTH makes no commitments or guarantees as to the date on which such work will be resumed, or the Expert Committee Meeting at which the application will be considered.

- Once payment in full is received, CADTH will resume its work on the suspended application as soon as it can be reasonably accommodated based on available resources and application volumes.
- In the case of a CDR request for reconsideration, the Expert Committee recommendation will not be issued until full payment is received by CADTH.
- In the case of a submission for a biosimilar, all work on reports will be suspended until full payment is received by CADTH.

Acceptable forms of payment include cheques, money orders, international bank drafts, credit cards (Visa, MasterCard), electronic funds transfers, and wire transfers. Only Canadian funds are accepted.

Cheques, money orders, and international bank drafts should be made payable to "CADTH" or the "Canadian Agency for Drugs and Technologies in Health." Cheques must be drawn in Canadian funds; otherwise, they will not be accepted.

If insufficient fees are received, all work on the application will cease and the drug submission will be returned to the applicant, without prejudice, to refile in future with the appropriate fees. Fees paid by a cheque that is not cleared due to insufficient funds (NSF) will be considered outstanding. Any fees associated with the NSF cheque incurred by CADTH will be charged to the manufacturer. Any other fees associated with stop-payment requests, closed account fees, or any other such charges will also be charged back to the manufacturer. Post-dated payments will not be accepted. Any overpayments will be refunded to the applicant.

Credit card payments (Visa, MasterCard) are accepted if the following information is provided:

- cardholder's full credit card number
- cardholder's name (as it appears on the credit card), address, and telephone number
- expiry date of the credit card
- CVD number (on the back of the credit card).

To pay by credit card, please complete the appropriate section on the invoice and return it to CADTH at the address provided in this document or call CADTH Accounts Receivable at 613 226 2553, ext. 1314.

Wire payments of invoiced fees will be accepted only when wired in Canadian funds, as specified on the invoice.

Please include your company name, product name project code or pCODR submission identifier, and invoice number with any wire payments.

Please ensure all service charges — including fees charged by your bank or any intermediary banks — are covered by your payment. CADTH is not responsible for any fees

charged during the transfer process. Failure to pay the full amount outstanding will result in a balance owing on your account. Any payments sent in non-Canadian funds will be rejected. If problems occur with the transaction, please contact TD Canada Trust at 613 783 6619.

2.2.3 Performance Metric for the CADTH Pharmaceutical Review Process

Table 3: Performance Metric

Submissions	Performance Metric	Compliance Target	Refund for Non-Compliance
Date of "Acceptance for Review" to date of issuance of embargoed CDEC recommendation (CDR) or "Submission Deemed Complete" to date of issuance of a pERC initial recommendation (pCODR)	180 calendar days	95%	25% of the application fee payable back to the manufacturer

CDEC = CADTH Canadian Drug Expert Committee; CDR = CADTH Common Drug Review; pERC = pCODR Expert Review Committee; pCODR = CADTH pan-Canadian Oncology Drug Review.

Subject to the exceptions set forth in Table 4, which follows, non-compliance with the metric noted in Table 3 will result in a refund.

There may be instances in which CADTH is prevented from achieving the performance metric because of circumstances beyond the reasonable control of CADTH, including, and without limitation, those circumstances set forth in the following Table 4. CADTH shall not be in breach of the performance metrics and shall not incur any liability to the applicant or be responsible for any refund of application fees if and to the extent it is delayed and prevented from achieving the performance metrics due to circumstances beyond its control. During the period that such circumstances continue, the timelines shall be suspended. CADTH shall resume its work as soon as is reasonably possible and the performance metric timelines shall resume from the date on which CADTH is reasonably able to resume its work. As the embargoed recommendation will not be issued until the Notice of Compliance (NOC) or NOC with conditions (NOC/c) has been received by CADTH, there may be situations where CADTH is unable to issue the embargoed CDEC recommendation within 180 calendar days as result of the Category 1 requirements not being complete. In such circumstances, the manufacturer will not be entitled to a refund.

Table 4: Factors[a] That May Influence Pharmaceutical Review Timelines

Scenario
Voluntary withdrawal by the applicant
Time required for the applicant to provide additional information
Temporary suspension of a review by CADTH due to incomplete information
Substantial deviation between the proposed indication provided at the time of filing a submission on a pre-NOC basis and the final indication approved by Health Canada
Temporary suspension of a review by CADTH due to non-payment of the application fee
Deferral of the recommendation by CDEC/pERC pending clarification on specific issues
Withdrawal of marketing authorization for a drug by Health Canada
Non-issuance of marketing authorization by Health Canada
Delay in issuing marketing authorization by Health Canada
Submission requirements (e.g., NOC and final product monograph) not finalized in time for CADTH to achieve the performance target

CDEC = CADTH Canadian Drug Expert Committee; pERC = pCODR Expert Review Committee; NOC = Notice of Compliance.

[a] Further context for these factors is provided in the *Procedure and Submission Guidelines for the CADTH Common Drug Review* and the *pCODR Procedures*.

Please refer to the *Procedure and Submission Guidelines for the CADTH Common Drug Review* and the *pCODR Procedures* for details regarding each of the scenarios noted in Table 4.

There may be other factors not included in the preceding Table 4 that are beyond CADTH's control and may impact the timing of a review. The determination as to whether a circumstance leading to a delay is beyond the reasonable control of CADTH shall be made by CADTH, acting reasonably, and shall be final and binding on the applicant and all other parties. CADTH shall advise the applicant in writing, as soon as practicable after such circumstances arise, of the delay and the circumstances beyond the control of CADTH that have resulted in the delay.

2.2.4 Refunds of Application Fees

Except as expressly provided for in this guidance document, application fees are non-refundable regardless of the CDEC or pERC Final Recommendation.

Manufacturers who withdraw from the CDR or pCODR process shall be entitled to receive a partial refund of the application fees in the following circumstances:

- Those who withdraw from the Pharmaceutical Review process after "Initiation of Review" (CDR) and "Submission Deemed Complete" (pCODR) and before reaching Milestone 2 (see Table 2) shall receive a refund of 50% of the total amount invoiced.
- Those who withdraw on or after Milestone 2 shall not receive a refund.
- Schedule D fees are always non-refundable.

Table 5: Details Regarding Refunds for CADTH Pharmaceutical Review Application Fees

Refund Amount	Time of Withdrawal From CADTH Pharmaceutical Review Processes
50% refund	Before Milestone 2
No refund	On or after Milestone 2

2.3 Deferred Fees and Fee Exemptions

No application fees are eligible for any fee deferral or exemptions.