

## Fee Schedule for CADTH Scientific Advice

## 1. Introduction

This document provides guidance on the charging of the fee for the provision of CADTH Scientific Advice. CADTH Scientific Advice is offered to pharmaceutical companies on a cost-recovery basis and therefore fees may change, as required. CADTH may amend, from time to time, the *Fee Schedule for CADTH Scientific Advice* and all matters related to CADTH Scientific Advice. Amendments to, and clarifications of, the fees may be effected by means of an update to the *Fee Schedule*, with notification via the CADTH Scientific Advice website. Any changes to the *Fee Schedule* will be applied prospectively, with the company obliged to pay the fee that was in effect at the time of the original application for CADTH Scientific Advice.

### 1.1 Scope

This document applies to all drugs submitted to CADTH for the provision of CADTH Scientific Advice. This document must be read in conjunction with the information and documents on the CADTH Scientific Advice website.

### 1.2 Background

The CADTH Scientific Advice Program is a voluntary, fee-for-service consultation offered to pharmaceutical companies. Through this program, CADTH offers advice on early drug development plans from a health technology assessment perspective.

CADTH Scientific Advice is offered at an early point in the drug development process before development plans have been finalized. This provides pharmaceutical companies with an opportunity to adjust their development plans based on CADTH Scientific Advice.

## 2. Implementation Guidance

This section provides information on the fee, how the fee is charged, and guidance on payment and refunds.

### 2.1 General Contact Information

For questions regarding the fee payment, the timing of the payment, or your account, please contact CADTH Accounts Receivable by phone at 613 226 2553, ext. 1314, by fax at 613 226 5392, or by email at [accountsreceivable@cadth.ca](mailto:accountsreceivable@cadth.ca). Please have your customer number and invoice number readily available.

For questions regarding requests for CADTH Scientific Advice or for process-related questions, please contact CADTH Central Intake by phone at 613 226 2553, by fax at 613 226 5392, or by email at [requests@cadth.ca](mailto: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 to the “Canadian Agency for Drugs and Technologies in Health.”

#### 2.2.1 Fee schedule

The fee for CADTH Scientific Advice ranges from \$65,000 up to \$100,000 based on the scale of the project. All fees are in Canadian dollars and are subject to applicable taxes (GST/HST or QST).

The total fee will be determined following submission of the *Briefing Book*. A representative of CADTH Scientific Advice will contact you to discuss the total fee once the submission is assessed, and an updated fee schedule will be provided within one week of the *Briefing Book* submission date.

**Table 1: Fee Schedule**

Milestone	Invoice Timing	Payment Due Date	Fee
1	<b>Online application received</b>	Within 30 calendar days of invoice	\$25,000
2	<b>6 weeks prior to the CADTH Scientific Advice meeting</b>	Within 30 calendar days of invoice	\$TBD (Balance remaining minus 15% of total fee)
3	<b>Final CADTH Record of Scientific Advice provided</b>	Within 30 calendar days of invoice	\$TBD (15% of total fee)
	<b>Total (before taxes)</b>		\$TBD

TBD = to be determined.

### 2.2.2 Submission of payment

Invoices will be sent for the fee owing once each of the milestones noted in the *Fee Schedule* has been reached. Payments are to be sent to:

CADTH  
 Attn: Accounts Receivable  
 600 – 865 Carling Ave.  
 Ottawa, ON  
 K1S 5S8  
 Canada

### 2.2.3 Payment of fees

All fees are due within 30 calendar days of receipt of invoice or the due date noted on the invoice. If payment is not received when due, the following steps will occur:

- A reminder will be provided that indicates that payment is past due. It is the sole responsibility of the applicant to pay any fees by the due date and, although CADTH may in its discretion send reminders of unpaid fees, it shall not be obligated to do so.
- If payment still remains outstanding 15 calendar days after the due date, all work will be temporarily suspended. Once work is suspended, there is no assurance that CADTH Scientific Advice will be prepared in time to meet the original deadline. If CADTH Scientific Advice work 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 date of the CADTH Scientific Advice meeting at which the application will be considered.
- Once payment in full is received, CADTH will resume its work on the suspended CADTH Scientific Advice application as soon as it can be reasonably accommodated based on available resources and application volumes.

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

The preferred method of receiving payment is via **Electronic Funds Transfer (EFT) or wire payments**. These payments will be accepted only when provided in **Canadian funds** as per the instructions provided on the invoice.

Please include your company name, product name, and invoice number with any EFT or wire payments.

**Cheques, money orders, and international bank drafts** should be made payable to the “Canadian Agency for Drugs and Technologies in Health” or to “CADTH.” Cheques drawn from non-Canadian banks *must* be issued in coordination with a referenced Canadian bank (that is, referenced on the cheque), otherwise they are *not accepted*. If insufficient funds are received, the work will be temporarily suspended, as previously noted. Payment by a cheque that is not cleared through the CADTH bank account due to insufficient funds (i.e., NSF) will be considered outstanding. Any fees associated with the NSF cheque incurred by CADTH will be charged to the pharmaceutical company. Any other fees associated with stop-payment requests, closed-account fees, or any other such charges will also be charged back to the applicant. Post-dated payments will not be accepted. Any overpayments will be refunded to the applicant.

**Credit card payments, by VISA or MasterCard only, are accepted if all of 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.

To pay by credit card, please complete the section on the invoice and return the invoice to CADTH at the address listed in section 2.2.2 or call CADTH Accounts Receivable at 613 226 2553, ext. 1314.

**Please ensure that 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 outstanding amount 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 the Toronto Dominion (TD) Bank at 613 783 6619.

#### 2.2.4 Refunds of fees

Except as expressly provided for in these guidelines, the fees are non-refundable regardless of the final advice provided.

As payments are invoiced on a milestone basis, there are no refunds provided. If the manufacturer withdraws from the advice process prior to a milestone being met, a partial charge may apply based on costs incurred to date and work completed. An invoice will be provided for any of these fees within 30 days of withdrawing from the advice process.

In the case of a meeting date change, CADTH will retain the fees already paid and will change the remaining payment schedule to align with the new meeting date.

### 2.3 Deferred Fees and Fee Exemptions

Fees for CADTH Scientific Advice are not eligible for any deferral or exemptions.