



Health Research South



University
of Otago
ŌTĀKOU WHAKAIHU WAKA

Health New Zealand
Te Whatu Ora
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 <https://scg.labapps.nz/#/OTG/> or <https://www.awanuilabs.co.nz/south/otagosouthland/referrers/patient-charging/>
 - 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 ClinicalTrials.Coordinator@awanuilabs.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 info.commercial@awanuigroup.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 ClinicalTrials.Coordinator@awanuilabs.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.**