PHILIPPINE HEART CENTER **INSTITUTIONAL ETHICS REVIEW BOARD**	Document Type **POLICY/STANDARD OPERATING PROCEDURE**	Document Code: POL-E-IRB-013
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	Document Title **APPENDIX E GUIDELINES ON IERB FEES**	Revision Number: 2
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REVISION HISTORY

Rev No.	Review Date	Description of Change	Date of Next Review
0		Original	July 2021
1	December 2020	Change of Format	December 2021
2	March 2024	Change of Format	March 2025

Reviewed by:	**MARIA TERESA B. ABOLA, MD** Deputy Executive Director for Education Training and Research Services	Approved by:	**JOEL M. ABANILLA, MD** Executive Director

1. Purpose

To describe the procedure on payment and collection of IERB fees.

2. Scope

This covers all the researches/studies received by the Institutional Ethics Review Board.

3. Responsibility

3.1 Collection of Fees

Secretariat	- Prepare statement of account - Collect photocopy of official receipt

3.2 Waived Fees

Director	- Sign the letter of request for waive of fees.
Deputy Executive Director (ETRS)	- Sign the letter of request for waive of fees.
Chair of the IERB	- Sign the letter of request for waive of fees
Secretariat	- Notify chair for the letter received requesting for waive of fees. - Send the letter received to the chair for initial of waive of fees.

4. Policy

4.1 All protocols shall be approved by the Clinical Research Trial and Research Division (CTRD). These include:
- 4.1.1. FDA
- 4.1.2 Clinical Trial/ Sponsored Researches including Post Marketing Surveillance (PMS) Studies
- 4.1.3 PHC Researches
- 4.1.4 Researches from other institution

4.2 All protocols shall be submitted by Technical Review Board (TRC) to the IERB.

4.3 The following are the approved schedule of fees:
- 4.3.1 All protocols received from the Philippine Food and Drug Administration shall pay Php 60,000.00 per protocol.
- 4.3.2 Clinical Trial/Sponsored researches including Post Marketing Surveillance (PMS) Studies
  - 4.3.2.1 Institutional Fee – Php 100,000.00 (CTRD)

4.3.2.2 Ethics Review Fee – Php 40,000.00
4.3.2.3 Continuing Review Fee – Php 10,000.00

4.3.3 PHC Researches
4.3.3.1 All researches from fellows, residents, medical staff, allied medical staff, post-graduate and undergraduate students – waived
4.3.3.2 All researches from PHC employee with sponsor - _Php 40,000.00.
4.3.3.3 For government agency-funded researches
4.3.3.3.1 Ethics Review Fee – Php 10,000.00
4.3.3.3.2 Continuing Review Fee – Php 10,000.00.

4.3.4 Researches from other institution
4.3.4.1 All researches from fellows, residents, medical staff, allied medical staff, post-graduate and undergraduate students – Php -5,000.00
4.3.4.2 All researches from student (college and below) – Php 1,000.00

5. Process Flow/Steps

5.1 Philippine Food and Drug Administration

NO.	ACTIVITY	PERSON(S) RESPONSIBLE	TIMELINE
1	Prepare statement of Account and email	Secretariat	1 day
2	Send check payment thru courier	Sponsor/CRO/ PI	Within 45 days
3	Stamp received payment and courier get the receiving copy	Secretariat	
4	Fill out payment slip	Secretariat	1 day
5	Pay to cashier office	Secretariat/ PI	
6	Photocopy Official Receipt and mark as paid in database	Secretariat	
7	Scan and email official receipt	Secretariat	
8	Notify sponsor/ PI the availability of O.R. for pick-up by courier	Secretariat	
9	File photocopy of O.R.	Secretariat	

5.2 Clinical Trial and other researches

NO.	ACTIVITY	PERSON(S) RESPONSIBLE	TIMELINE
1	Prepare statement of Account and email/pick-up	Secretariat	1 day
2	Pay to cashier office	Principal Investigator/Study Coordinator	1 day

3	Provide photocopy of O.R. and submit to IERB	Principal Investigator/Study Coordinator	1 day
4	Mark paid in database	Secretariat	
5	File photocopy of O.R.	Secretariat	1 day

5.3 Waived Fees

NO.	ACTIVITY	PERSON(S) RESPONSIBLE	TIMELINE
1	Prepare letter requesting to waive fees	Principal Investigator	Within 15 days
2	Submission of letter to IERB	Principal Investigator	
3	Sign letter of approval	Chair IERB Chief CTRD Head CRD Deputy Executive Director, ETRS Director	
4	Provide copy of approved letter to IERB and CTRD	Principal Investigator	
5	Mark as waived in database	Secretariat	
6	File photocopy of letter	Secretariat	

6. Detailed Instructions

6.1 For Philippine Food and Drug Administration

6.1.1 The Secretariat issues Statement of Account (SoA) to the Sponsor/PI and sends email to the designated email address of the sponsors/PI.
6.1.2 The Sponsor/PI sends check payment via courier.
6.1.3 The Secretariat stamps “RECEIVED” and signs the receiving copy.
6.1.4 The Secretariat fills-out payment slip.
6.1.5 The Secretariat pays check to the cashier’s office.
6.1.6 The Secretariat photocopies the Official Receipt and marks as paid in the protocol database.
6.1.7 The Secretariat scans the official receipt and sends email to the sponsor/PI.
6.1.8 The Secretariat notifies the sponsor/PI that the Official Receipt is available and is ready for pick-up.
6.1.9 The Secretariat files the photocopy of Official Receipt.

6.2 Clinical Trial and other Researches

6.2.1 The Secretariat issues Statement of Account (SoA) and email/notify the Principal Investigator the availability of request.

6.2.2 The Principal Investigator/Study Coordinator pays the specified amount to the cashier's office.

6.2.3 The Principal Investigator/Study Coordinator provides the IERB a photocopy of Official Receipt.

6.2.4 The Secretariat marks as paid in the protocol database.

6.2.5 The Secretariat files the Official Receipt.

6.3 Waived Fees

6.3.1 The Principal Investigator prepares a letter requesting to waive the ethics review fees.

6.3.2 The Principal Investigator submits the letter to IERB.

6.3.3 The Secretariat notifies the chair regarding the letter and the chair signs with note of waiver of fee and date.

6.3.3.1 The Secretariat forwards the letter to the respective signatories.

6.3.3.2 Once the letter has been signed by the Director, the Secretariat informs the Principal Investigator.

6.3.3.3 The Principal Investigator provides a photocopy of the approved letter to IERB and to the CTRD.

6.3.3.4 The Secretariat files the letter to the assigned protocol binder.