

INSTITUTIONAL ETHICS REVIEW BOARD

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GUIDELINES ON IERB I	EES
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REVISION HISTORY Rev **Date of Next Review Date Description of Change** Review No. 0 Original July 2021 1 December 2020 Change of Format December 2021 2 March 2024 Change of Format March 2025

Reviewed by:		Approved by:	
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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.

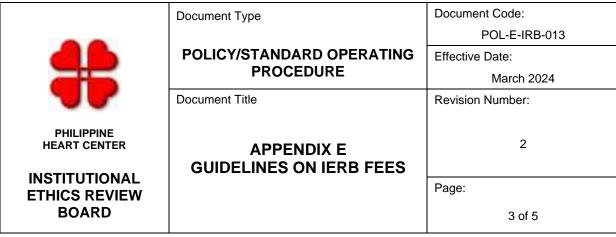
Chair of the IERB - Sign the letter of request for waive of fees

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

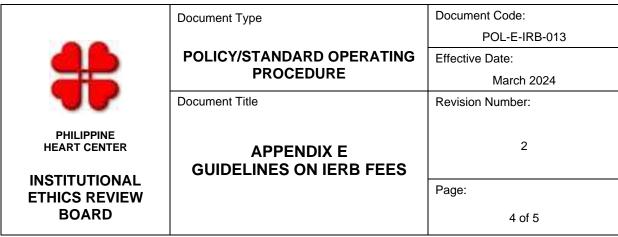
5. Process Flow/Steps

5.1 Philippine Food and Drug Administration

NO.	ACTIVITY	PERSON(S)	TIMELINE
		RESPONSIBLE	
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	
5	Pay to cashier office	Secretariat/ PI	
6	Photocopy Official Receipt and mark as paid in database	Secretariat	1 day
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)	TIMELINE
		RESPONSIBLE	
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

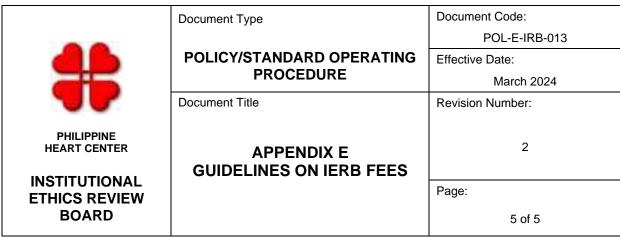
5.3 Waived Fees

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