



De La Salle Health Sciences Institute  
Dasmariñas, Cavite 4114

## INDEPENDENT ETHICS COMMITTEE

Cavite (046) 481-8000/ Manila (02) 988-3100 Local 8042

Form 4R/V1/2012  
Standard Operating Procedures  
Effective Date: October 2012

05 June 2015

**TO: Principal Investigators / Chairmen, Clinical Departments  
Chairmen, Department Research Committees**

Dear Doctor:

Please find below the updated Independent Ethics Committee Review Fee guidelines as approved by the DLS HSI Operations Committee.

### Institutional Fee and Review Fee Guidelines

The De La Salle Health Sciences Institute (DLSHSI), as a matter of policy, shall charge externally funded researches an institutional fee for the following considerations:

- a. The use of the DLSHSI name and the prestige attached to it.
  - b. Use of -70 freezer depending on availability of storage space, and
  - c. Administrative overhead cost
- Institutional fees are utilized in the conduct of reviewing protocols. Therefore, it should be paid whether the study pushes through or not.
  - The approval letter will be released only upon payment of institutional fee.
  - The institutional fee does not cover site rental fee, telephone and internet expense and use of office furniture.

### Process Flow

- The IEC secretary issues a statement of account (SOA) to the sponsor/CRO or investigator for an IEC Review Fee amounting to fifty thousand pesos (Php 50,000.00) per protocol.
- It is a one-time fee paid to the DLSHSI Accounting Department prior to the conduct of an initial review application and inclusive of subsequent continuing review and post-approval review procedures
- The IEC Review fee is a separate fee with a separate account folder from that of the Institutional Fee which is fifteen percent (15%) of the protocol budget excluding personnel honoraria or forty thousand pesos (Php 40,000.00) whichever is higher.





De La Salle Health Sciences Institute  
Dasmariñas, Cavite 4114

## INDEPENDENT ETHICS COMMITTEE

Cavite (046) 481-8000/ Manila (02) 988-3100 Local 8042

Form 4R/V1/2012  
Standard Operating Procedures  
Effective Date: October 2012

Checks should be addressed to:

### **De La Salle Health Sciences Institute**

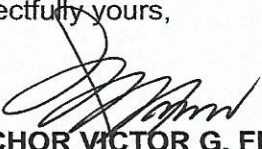
- The initial review shall not be conducted without the Official Receipt (OR) from the accounting department. Payment of the institutional fee is not a requirement prior to the review but MUST be settled immediately after the Clinical Trial Agreement (CTA) has been duly signed.
- Once official receipt for the Review fee is presented, the protocol shall be classified as either full board or expedited review. It shall be included for discussion or for information in the next IEC meeting's agenda and will be reviewed accordingly

### **DLSHSI-IEC Review Fee Coverage:**

- Industry (i.e. pharmaceutical company) or sponsor-initiated or commissioned research protocols.
- Externally generated research protocols with local or foreign private or government funding agency research grants.
- Non-DLSHSI faculty generated research protocols.
- DLSHSI faculty, resident and student generated research protocols are not covered by the IEC review fee.
- In special or exceptional cases the IEC review fee may be waived just like the institutional fee provided this is recommended or endorsed by the IEC and/or the research executive committee. In such cases, it is elevated to the Executive Committee for approval.

The decision to implement the DLSHSI-IEC review fee was not made lightly. It was made, in part in recognition of the increasing costs of institutional regulatory compliance. Additionally, we know that many sponsors are accustomed to paying for IEC charges and, in fact, are already doing so elsewhere. I would be happy to address any questions you might have about this decisions, please feel free to contact the undersigned at (046) 481-8000 local 8042.

Respectfully yours,

  
**MELCHOR VICTOR G. FRIAS IV, MD**  
Vice Chancellor for Research