

 chh_irb@chonghua.com.ph	<b>CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD</b>	<b>SOP/005/05</b>  <b>Effective date: 01 January 2017</b>
	<b>Title: 1.5 Incentives for IRB Members and Consultants</b>	<b>Page 1 of 5</b>

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### **1. Purpose**

To grant honorarium to IRB members and consultants

### **2. Scope**

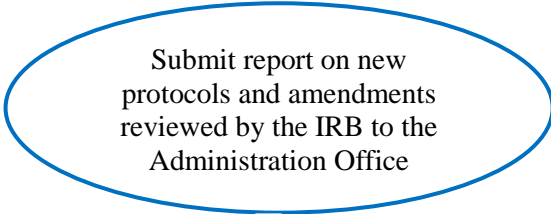
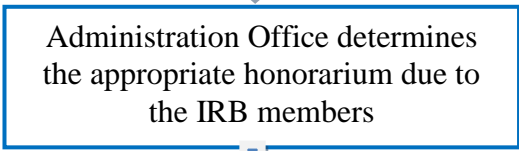
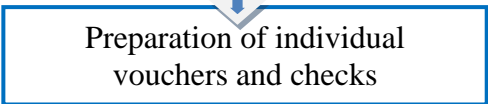

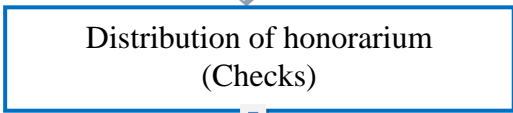
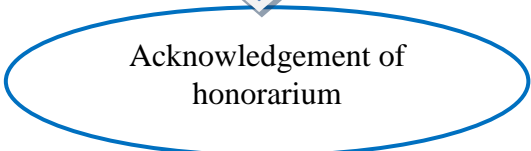
This SOP describes how IRB members and consultants are given honorarium for their work in the CHH IRB.

### **3. Responsibility**

It is the responsibility of the institution under the leadership of the Medical Director to provide honorarium to all IRB members.

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#### 4. Flowchart

No.	ACTIVITY	RESPONSIBLE PERSONNEL
I		Chair/ IRB Secretariat
II		Finance Officer
III		Finance Officer
IV		Medical director
V		IRB Secretariat
VI		Member/ Consultant

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## 5. Detailed Instructions

- 5.1 The Chair/ IRB Secretariat submit report on new protocols and amendments reviewed by the IRB to the Administration Office
- 5.2 Administration Office under the Finance Officer determines the appropriate honorarium due to the IRB members
- 5.3 Preparation of individual vouchers and checks are done by the Finance Officer
- 5.4 The Medical Director approves the vouchers and checks
- 5.5 The IRB Secretariat will distribute the honorarium (checks) to all IRB members
- 5.6 The IRB members/ Independent Consultant acknowledges the said honorarium by signing the vouchers



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**CHONG HUA HOSPITAL  
INSTITUTIONAL REVIEW BOARD**

**Title:**

**1.5 Incentives for IRB Members and  
Consultants**

**SOP/005/05**

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**6. ANNEX**

<b>CHH - INSTITUTIONAL REVIEW BOARD ANNUAL BUDGET 2017</b>			
<b>PARTICULARS</b>	<b>Quantity</b>	<b>Amount</b>	<b>Total</b>
<b>REVENUE</b>			
Review Fee			
New Protocol	14	50,000.00	700,000.00
Protocol Amendments	10	10,000.00	100,000.00
<b>TOTAL REVENUE</b>			<u>800,000.00</u>
<b>EXPENSE</b>			
Manpower			
New Protocol Review Fees	14	31,000.00	434,000.00
Amendment Fees	10	7,500.00	75,000.00
Independent Consultant	10	1,000.00	10,000.00
Staff Incentive	14	1,200.00	16,800.00
			<u>535,800.00</u>
Materials			
Binders	28	165.00	55,440.00
Clear Sheet	300	34.00	122,400.00
Index Guide	14	70.00	11,760.00
			<u>189,600.00</u>
Training			
Fee	1	10,000.00	10,000.00
Hotel	1	15,000.00	15,000.00
Air Fare	1	6,000.00	6,000.00
Food Allowance	1	1,600.00	1,600.00
			<u>32,600.00</u>
Miscellaneous			
Food	14	3,000.00	42,000.00
<b>TOTAL EXPENSE</b>			<u>800,000.00</u>
<b>INCOME</b>			<u>-</u>