

 <p>Healing with Passion. Caring with Compassion.</p>	<p align="center">CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD</p> <p align="right">chh_irb@chonghua.com.ph</p> <hr/> <p>Title: 1.5 Incentives for IRB Members and Consultants</p>	<p align="center">SOP/005/05</p> <p align="center">Effective date: 01 January 2017</p> <p align="center">Page 1 of 5</p>
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1. Purpose

To grant honorarium to IRB members and consultants

2. Scope

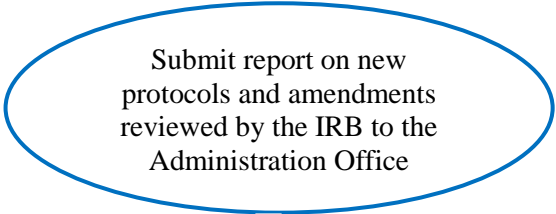
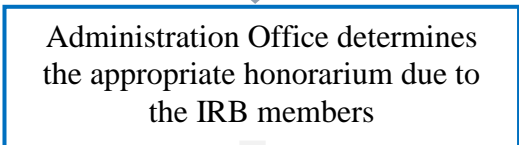
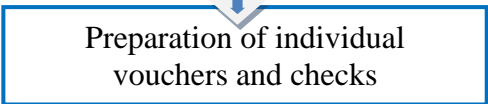

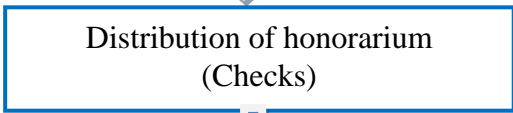
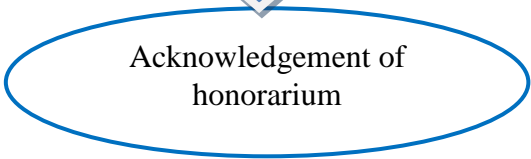
This SOP describes how IRB members and consultants are given honorarium for their work in the CHH IRB.

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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Title:

1.5 Incentives for IRB Members and Consultants

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6. ANNEX

CHH - INSTITUTIONAL REVIEW BOARD ANNUAL BUDGET 2017

PARTICULARS	Quantity	Amount	Total
REVENUE			
Review Fee			
New Protocol	14	50,000.00	700,000.00
Protocol Amendments	10	10,000.00	100,000.00
TOTAL REVENUE			<u>800,000.00</u>
EXPENSE			
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
TOTAL EXPENSE			<u>800,000.00</u>
INCOME			<u>-</u>