



27 July 2018

To: All researchers concerned

Re: Application for CTRI Intramural Grants

Greetings!

The Medical City-Clinical and Translational Research Institute (CTRI) is proud to announce that it is now accepting applicants for the Intramural Grants for Research this 2018. The CTRI is committed in providing financial help to top quality researches of our clinician scientists and for such, we have appropriated an internal budget for research grants. The following guidelines shall apply for the application process and grants management:

1. Only quality improvement and/or hospital operations research shall be qualified to apply for the intramural grants.
2. The Principal Investigator of the research shall be affiliated to The Medical City (TMC) for it to be considered for funding. In case of resident's research, a qualified TMC consultant shall serve as an adviser or co-investigator for the research to be considered for funding.
3. A maximum of **Php 100,000.00** shall be allocated to successful applicants depending on the approved line item budget presented for the research. Only the justified line-items shall be considered for the funding grant.
4. A capsule proposal shall be submitted to CTRI thru the CTRI website Intramural Grants Application platform:
 - a. Go to www.themedicalcity.com/ctri
 - b. Click the "Grants and Application" tab in the main menu
 - c. Click "Intramural Grants Preliminary" in the submenu
 - d. Fill in the necessary boxes with the corresponding information (NB: for the research category, please choose general category study; please kindly take note that for each boxes, only a maximum of 500 words is allowed)
 - e. Upload the necessary files in corresponding items (NB: please take note of the allowed file formats for uploading)
 - f. Enter the active email address of the corresponding author only
 - g. Read the confidentiality disclosure statement before clicking submit
5. Only complete capsule proposal submissions shall proceed with the screening by the CTRI Research Advisory Committee.



6. The CTRI Research Advisory Committee shall conduct a preliminary screening for the submitted proposals. The following criteria shall apply for the preliminary screening:
 - a. Merit- 20%
 - b. Relevance of the Research Objectives to TMC- 25%
 - c. Applicability- 20%
 - d. Feasibility- 15%
 - e. Budget- 10%
 - f. Research Plan- 10%
7. Successful applicants for the preliminary screening will receive an official email from CTRI regarding the instructions for submission of the full proposal. Submission of the full proposal shall be done thru the CTRI website Intramural Grants Application platform:
 - a. Go to www.themedicalcity.com/ctri
 - b. Click the “Grants and Application” tab in the main menu
 - c. Click “Intramural Grants Final” in the submenu
 - d. Fill in the necessary boxes with the corresponding information (NB: the Trial Registration Number shall be emailed to you during your capsule proposal submission; make sure to enter a valid Trial Registration Number)
 - e. Upload the necessary files in corresponding items (NB: please take note of the allowed file formats for uploading)
 - f. Read the confidentiality disclosure statement before clicking submit
8. Only complete research submissions shall be processed. Additional instructions for the submission of the protocol for IRB review shall be emailed to successful applicants.
9. Once approved by the IRB, the CTRI shall issue a letter and certificate to the Principal Investigator notifying that the application has been approved for the Intramural Grant with a specific amount of money based from the line item budget. **It is highly possible that not all aspects of the research may be covered by the grant funding.**
10. For research that has already been approved by the IRB before the release of this guidelines, a copy of the approved proposal and line item budget, and a letter of intent shall be submitted to the CTRI thru email (ctri@themedicalcity.com) for evaluation. Once approved, the rest of the guidelines stipulated here shall be followed.
11. A Memorandum of Agreement that entitles the Principal Investigator for the grant fund shall be signed by the Principal Investigator, CTRI Director and the Senior Vice President of the Medical Services Group.
12. For the release of funds, the Principal Investigator shall issue a letter of request/ statement of account to the CTRI Administrative Officer specifying the requested amount to be released based from the approved line item budget.
13. The CTRI Administrative Officer shall ensure that the request is within the approved budget. The CTRI Administrative Officer shall be the one responsible for the disbursement of the grant fund and the release of the money from the CTRI internal budget.



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14. The Principal Investigator shall be required to provide a monthly financial summary (financial packet) to the CTRI Administrative Officer. The packet shall include the following:
 - a. Copy of invoice/ receipt for the payment of research-related materials
 - b. Financial summary in table format
 15. At the end of the study period, the Principal Investigator shall submit a copy of the final paper to the CTRI (hardcopy and digital copy saved in CD). The Principal Investigator must also publish the manuscript of the study in The Medical City Journal or any peer-reviewed journal acknowledging that the funding for the research was given by The Medical City.

For any concerns, you may contact us at 988-1000/ 988-7000 local 7834 or email us at ctri@themedicalcity.com.

Thank you very much for your continuous support!

Truly Yours,

Raul V. Destura, MD, MBA, FPSMID

Director

Clinical and Translational Research Institute