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19 October 2023

**To:** All concerned

**From:** Clinical and Translational Research Institute

**Re: Grants and Fund Management**

Greetings!

The Clinical and Translational Research Institute (CTRI) is the research arm of The Medical City which has partnered with the Philippine Foundation for Health and Development, Inc (PFHDI) in the management of grants and funds of all research endeavors done at The Medical City, Pasig. The following guidelines for grants and fund management supersede any previous memos or announcements regarding this matter beginning 01 Nov 2023:

1. The PFHDI shall receive all research-related funds coming from the sponsor or from the grant provider. The CTRI shall issue a letter of notification to the PFHDI every time a research payment has been made (i.e. indirect cost, actual research fund).
2. For all studies with a 1M PHP total budget or less, a one-time Institutional Fee (IF) payment of 150,000.00 PHP shall be made in full at the start of the study. This IF covers the administrative fee of CTRI/PFHDI and the IRB review fee.
3. For all studies with a total study budget more than 1M PHP, the 1<sup>st</sup> tranche of the IF amounting to 150,000.00 will be made at the start of the study. The subsequent IF shall be made upon enrollment of each study patient amounting to 15% of the per patient budget of the study.
4. Revolving Fund as part of the approved study budget will constitute to the amount that is equal to the direct cost of one (1) completed patient which will be utilized to cover for expenses incurred on patients during screening or until the site starts to enroll and earn actual study visits. The remaining unused funds will be reimbursed to the study sponsor or can be further utilized for any study-specific process or procedures.
5. All invoices must be settled within 30 calendar days from receipt of invoice from TMC Billing section and/or CTRI. Failure to settle the receipt invoice will constitute a 24% interest per annum on the actual invoiced cost or suspension of services.
6. The letter of notification shall contain the information about the payment (amount, receipt number, payee) and the breakdown of the appropriations for the payment (line item budget in case of the actual research fund). This information shall be entered by PFHDI bookkeeper upon receipt of notification letter from CTRI into the PFHDI ledger containing the accounting of all research funds, with one subledger per study.
7. When needed, the PI shall issue an invoice to the CTRI for the release of fund based on the line-item budget.
8. The CTRI shall verify if the requested costs are within the approved line-item budget. The CTRI shall issue an approval letter to PFHDI for the release of amount of money requested.



- The CTRI Director, CTU Head or the Executive Administrative Manager are the only officials who can sign the approval letter.
9. The PFHDI bookkeeper shall facilitate the payment (by check or electronic payment) of requested amount based on the approved line-item budget of the study.
  10. The grant money intended solely for the research (excluding the indirect cost) shall be disbursed by the PFHDI only upon the issuance of the approval letter from the CTRI.
  11. The PFHDI bookkeeper shall update the appropriate subledger for each release of grant money.
  12. The CTRI shall keep a copy of all invoices from the PI or TMC Billing Department, as the case may be, and the originals will be sent back to the study PI. The PI shall be responsible for filing of payment invoices in a separate billing packet. This shall be updated regularly. The PI shall submit these reports to the CTRI on an annual basis thru email (ctri@themedicalcity.com).
  13. The CTRI, in coordination with the foundation, shall prepare an audited financial report to be submitted to the sponsoring agency on the specified deadline.
  14. The PI is responsible for submitting regular reports to the [clinicaltrials.gov](http://clinicaltrials.gov) as required from the study. The CTRI shall remind the PI, thru email notification, for any other submissions to be accomplished.
  15. The PI shall be responsible for complying with the special requirements of the sponsoring agency, if any.

For any concerns, you may contact us at 8988-1000 7834 or 3189 or email us at [ctri@themedicalcity.com](mailto:ctri@themedicalcity.com).

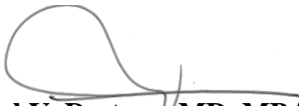
Thank you very much for your continuous support!

Truly Yours,



**Edgar R. Dimaguila**  
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Noted by:



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