Date: 19 June 2018

To: All Departments Concerned/ All External Industry Partners

From: Clinical and Translational Research Institute (CTRI)

Re: **CTRI Website and Revised Research Submission Procedure**

Greetings!

The Clinical and Translational Research Institute is continuously evolving to provide all of our researchers a convenient way to accomplish and submit their research for the betterment of healthcare delivery. As such, last May 2018, we recently announced the availability of the CTRI website which is now LIVE and accessible to any parts of the world! The main purpose of the website is to streamline the research dissemination and submission process within The Medical City. The CTRI website can be accessed at http://themedicalcity.com/ctri and has the following features:

- Regular news, announcements and CTRI events posting
- Online research submission platform for residents/ fellows research, investigator-initiated research and industry sponsored research
- Online submission tracking platform
- Online resources and downloadable files for research templates, samples and guidelines
- Online holdings for The Medical City Journal

In line with this, please be advised that starting 01 August 2018, ALL initial research submissions to the CTRI shall be done using the online research submission platform in the CTRI website. Please be guided of the new research submission procedure for initial review (you may also refer to the attached flowcharts):

A. For intramural grant application (see: Intramural Grant- Initial/ Final Application Flowchart)
   1. Go to CTRI website and click "Grants and Application" tab
   2. In the "Grants and Application" page, click "Intramural Grants Preliminary" on the side menu
   3. Fill in the necessary information for the submission (limit to 500 words per section)
   4. Upload the letter of intent duly signed by the investigator/s and research coordinator/ research supervisor in .docx or .pdf format
   5. Upload signed and updated curriculum vitae in .docx or .pdf format
   6. Upload valid GCP certificate in .jpeg/ .jpg/ .png format
   7. Enter a valid email address

8. Read the data privacy statement and click submit
9. Regularly access your email for message updates. For the initial times of submission, email notifications from CTRI website will be sent to your Spam emails. Please allow these emails to be sent directly to your inbox
10. An email confirmation regarding your submission will be sent to your inputted email; this initial email also contains your research registration number
11. If the preliminary submission is approved, an email notification will be sent to you for the instructions to submit final application
12. To submit final application, click "Intramural Grants Final" on the side menu under the "Grants and Application" tab
13. Input the necessary information and your research registration number
14. Upload the full protocol (formatted in the prescribed format) in .docx/ .pdf format (N.B. please include all the appendices which includes, but not limited to, all IRB forms, informed consent forms, data collection forms, etc.)
15. Upload the line item budget (formatted in the prescribed format) in .xlsx format
16. Upload signed and updated curriculum vitae in .docx or .pdf format
17. Upload valid GCP certificate in .jpeg/ .jpg/ .png format
18. Upload other files as necessary; place a label on it at the corresponding box
19. Read the data privacy statement and click submit
20. You can track your submission using the online tracker platform. To access this, click the "Grants and Application" tab and go to "Track Application" side menu; use your research registry number for the input to check for the current status of your submission
21. After receiving an email approval from CTRI, submit 4 hardcopies of the submission dossier to CTRI for endorsement to the IRB

B. For extramural grants application (see: Extramural Grant Application Flowchart)
   1. Go to CTRI website and click "Grants and Application" tab
   2. In the "Grants and Application" page, click "Extramural Grants" on the side menu
   3. Select the funding agency that you want to explore (N.B.: different funding agencies have different application guidelines which is beyond the scope of the CTRI website)

C. For industry initiated study (see: Industry Sponsored/ Initiated Research Application Flowchart)
   1. Go to CTRI website and click "Grants and Application" tab
   2. In the "Grants and Application" page, click "Industry Initiated Study" on the side menu
   3. Fill in the necessary information for the submission
   4. Upload the full protocol in .docx or .pdf format (N.B. please include all the appendices which includes, but not limited to, all IRB forms, informed consent forms, data collection forms, signed CV of investigators, GCP certificate of investigators, etc.)
   5. Upload company profile in .docx or .pdf format
   6. Upload line item budget in .xlsx format
   7. Enter valid email address and contact details
   8. Read the data privacy statement and click submit

9. Regularly access your email for message updates. For the initial times of submission, email notifications from CTRI website will be sent to your Spam emails. Please allow these emails to be sent directly to your inbox
10. An email confirmation regarding your submission will be sent to your inputted email; this initial email also contains your research registration number
11. You can track your submission using the online tracker platform. To access this, click the "Grants and Application" tab and go to "Track Application" side menu; use your research registry number for the input to check for the current status of your submission
12. Please make sure that the payment for the IRB review fee is settled after the CTRI approval and before endorsement of the research to the IRB
13. After receiving an email confirmation, submit 11 hardcopies of the submission dossier to CTRI for endorsement to the IRB

D. For investigator-initiated, industry sponsored study (see: Industry Sponsored/ Initiated Research Application Flowchart)
1. Go to CTRI website and click "Grants and Application" tab
2. In the "Grants and Application" page, click "Investigator-Initiated Industry-Sponsored Study" on the side menu
3. Fill in the necessary information for the submission
4. Upload the full protocol in .docx or .pdf format (N.B. please include all the appendices which includes, but not limited to, all IRB forms, informed consent forms, data collection forms, signed CV of investigators, GCP certificate of investigators, etc.)
5. Upload company profile of sponsor in .docx or .pdf format
6. Upload line item budget in .xlsx format
7. Enter valid email address and contact details
8. Read the data privacy statement and click submit
9. Regularly access your email for message updates. For the initial times of submission, email notifications from CTRI website will be sent to your Spam emails. Please allow these emails to be sent directly to your inbox
10. An email confirmation regarding your submission will be sent to your inputted email; this initial email also contains your research registration number
11. You can track your submission using the online tracker platform. To access this, click the "Grants and Application" tab and go to "Track Application" side menu; use your research registry number for the input to check for the current status of your submission
12. Please make sure that the payment for the IRB review fee is settled after the CTRI approval and before endorsement of the research to the IRB
13. After receiving an email confirmation, submit 11 hardcopies of the submission dossier to CTRI for endorsement to the IRB

E. For researches not falling into the above categories (see: residents/ fellows/ consultants/ administrators research)
1. Go to CTRI website and click "Grants and Application" tab
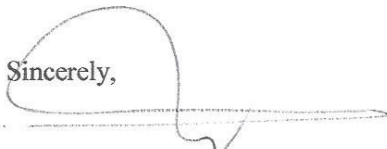2. In the "Grants and Application" page, click "TMC Healthcare Research Submission" on the side menu

3. Fill in the necessary information for the submission
4. Upload the full protocol in .docx or .pdf format (N.B. please include all the appendices which includes, but not limited to, all IRB forms, informed consent forms, data collection forms, signed CV of investigators, GCP certificate of investigators, etc.)
5. Upload line item budget in .xlsx format
6. Enter valid email address and contact details
7. Read the data privacy statement and click submit
8. Regularly access your email for message updates. For the initial times of submission, email notifications from CTRI website will be sent to your Spam emails. Please allow these emails to be sent directly to your inbox
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10. You can track your submission using the online tracker platform. To access this, click the "Grants and Application" tab and go to "Track Application" side menu; use your research registry number for the input to check for the current status of your submission
11. After receiving an email approval from CTRI, submit 4 hardcopies of the submission dossier to CTRI for endorsement to the IRB

We will be sending daily website tips and reminders starting July 2, 2018 to help guide you on this transition. Meanwhile, the CTRI website is now accessible so you can also explore it on your own. Please take note however that the online research submission will only be valid starting August 1, 2018—all online submissions done before August 1, 2018 will not be considered.

Should you have any questions, please don't hesitate to call us at local 7834 or email us at ctri@themedicalcity.com or mbcarascal@themedicalcity.com.

Thank you very much for your continuous support!

Sincerely,

RAUL V. DESTURA, MD, MBA
Director
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Noted by:

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