

**INTER-OFFICE MEMO**  
***Institutional Review Board***

**IRB-GM-24-001-00**

**DATE:** April 3, 2024

**For:** ALL CONCERNED & PRINCIPAL INVESTIGATORS

**From:** **CAROLYN A. BUTLER, MD**  
Chairman, Institutional Review Board

**Noted by:** **SATURNINO P. JAVIER, MD**  
Medical Director & Interim Co-President & CEO

**Subject:** **ADJUSTMENT TO INSTITUTIONAL REVIEW BOARD REVIEW FEES**

Effective March 1, 2024, there has been an adjustment to the fees associated with Initial and Post-Approval Submissions to the Institutional Review Board (IRB). Please be advised of the following changes for your compliance and guidance:

<b>Review Fee</b>		
	<b>Old Rate</b>	<b>New Rate</b>
<b>Initial Review Fee</b> (For Sponsored Trials Only)	<b>PHP 60, 000</b>	<b>PHP 67,200 (inclusive of 12% VAT)</b>
<b>Institutional Fee</b>	<b>PHP 120,000</b>	<b>PHP 134,400 (inclusive of 12% VAT)</b>
<b>Investigator-initiated protocols</b> (Outside MMC)	<b>PHP 30,000</b>	<b>PHP 33,600 (inclusive of 12% VAT)</b>
<b>Residents, Fellows, MMC Interns, MMC Employees, MMC affiliated Consultants</b>	<b>Free of Charge</b>	<b>Free of Charge</b>
<b>Post-Approval Review Fee (for Sponsored Trials and External protocols)</b>		
<b>Protocol Deviation</b>	None	None
<b>Site Visit</b>	None	None
<b>Early Study Termination</b>	None	None
<b>Notification</b>	None	None
<b>Amendments (per submission)</b>	None	<b>PHP 5,600.00 (inclusive of 12% VAT)</b>
<b>Serious Adverse Events</b>	None	None
<b>Final Report</b>	None	None
<b>Continuing Review Fee (Renewal Fee)</b>	None	<b>PHP 22,400.00 (inclusive of 12% VAT)</b>



These adjustments have been implemented to ensure that the IRB can continue to effectively and efficiently review research protocols while maintaining the highest standards of ethical oversight.

All principal investigators involved in the submission and review process are requested to take note of these.

Thank you for your attention to this matter.