The President endorsed the following:

Proposal of U.P. Manila for the Creation of the U.P. Manila Research Administrative Overhead Fund

Rationale

UP Manila is recognized as the country's leading institution in health research and development. It has the greatest assembly of scholars and researchers who are leaders in their respective fields in the Philippines. Over the past years, the key leaders of the University of the Philippines have been the strongest supporters of research, always including this aspect in their development agenda during their terms of office. U.P. Manila Chancellor Ramon L. Arcadio has took on the challenge to improve the utilization of research outputs in the basic and applied sciences to effect real change in the lives of Filipinos.

The existing research infrastructure in UP Manila is headed by the Vice Chancellor for Research. Research units in each academic and clinical departments of the College of Medicine and the Philippine General Hospital conduct studies that comprise much of the research activities in UP Manila. The Institutional Review Board (IRB) which is composed of separate Technical Review Board (TRB) and the Ethical Review Board (ERB) of the Research Implementation and Development Office (RIDO) under the College of Medicine as well as the UPM Bioethics Committee (UPMBC) and the Research Technical Review Committee (RTRC) of the NATIONAL Institutes Of Health (NIH) all ensure the quality of researches and adherence to Good Clinical Practice (GCP) guidelines. The opportunities for internal resource generation at the University level however are lacking and the UP Manila does not have an organized official unit to negotiate with external funding agencies as research sponsors.
In this setting, the Research Grants Administration Office (RGAO) was created. The idea was introduced by the representatives of the University of the Philippines Medical Alumni Society in America (UPMASA) Research Committee. When Dr. Patricio Reyes came to visit UP Manila and the Philippine General Hospital in December 2005, he pointed out that the creation of a central research office should be a priority for UP Manila to become a major player in international research. A central research office would streamline the research funding process and its component units, notably PGH and the UP College of Medicine for a start, would greatly benefit from the generated research funds. The idea was followed through in the subsequent year and the creation of such an office became one of the major thrusts of the UPMASA.

On January 15, 2007, Chancellor Ramon L. Arcadio issued the Administrative Order No. RLA 07-018 outlining the creation of the Research Grants Administration Office. The creation of the Research Grants Administration Office was subsequently approved by the Board of Regents in its 1223rd meeting on 22 August 2007. The RGAO hopes to rationalize the processing of grants and/or financial support for research in U.P. Manila and promote U.P. Manila as a national and international research collaborating center. It will assist investigators in securing funds for research. It will also receive funds from sponsor organizations or institutions and administer the various research grants. It will serve as the liaison and coordinating office between U.P. Manila and national and international research agencies, particularly with regard to financial matters.

Proposal for the Establishment of a Trust Fund

a. Proposed Trust Fund Name

U.P. Manila propose that a Trust Fund be created for the RGAO to be named as the U.P. Manila Research Administrative Overhead Fund.

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b. Main purpose of the U.P. Manila Research Administrative Overhead Fund

The U.P. Manila Research Administrative Overhead Fund shall exist primarily as a depository of institutional fees collected by U.P. Manila from government and private institutions that sponsor research projects submitted by U.P. Manila employees, excluding the research grants from the U.P. System. It shall also be the depository of the funds from institutions and/or philanthropists who may wish to donate funds for researches.

The funds will enable RGAO to continue its operation as a self-sustaining office and will allow the office to support financially and administratively worthwhile research projects of U.P. Manila faculty and non-faculty employees.

Uses of the Fund

The head of RGAO will prepare an annual plan indicating a system of priorities for the use of the funds with the approval of the U.P. Manila Chancellor upon recommendations of the OVCR. RGAO will monitor the use of the funds and submit a report to the U.P. Manila Chancellor at the end of the calendar year.

The U.P. Manila Administrative Overhead Trust Fund will primarily be used for the following:

a. RGAO Fund

This will be a subfolder under the U.P. Manila Administrative Overhead Fund. These funds will be used primarily for RGAO Personnel Services and Maintenance, Operating and Overhead Expenses. Funds for the Personnel Services will be utilized after a year of operation subject to the availability of funds. Any residuals from the expenses will be pooled and utilized to support innovative research projects and other research activities in U.P. Manila if approved by the U.P. Manila Chancellor upon endorsement of the OVCR.
b. Research Implementation Development Office (RIDO) Fund

This will be the second subfolder under the U.P. Manila Administrative Overhead Fund. This is turned over to Research Implementation Development Office (RIDO) to cover the expenses incurred in the technical and ethical review of project proposals like honoraria of members of the committees, the conduct of research fora and other research-oriented activities of the RIDO. Disbursement of these funds is approved by the U.P. Manila Chancellor upon endorsement of the OVCR, RGAO head and the RIDO head.

c. Participating Research Unit Fund

As stipulated in the 1147th meeting of the U.P. Board of Regents, units that generate research grants will receive 50% of administrative overhead cost charged against externally funded researches. Each research unit (NIH, College of Medicine, Nursing, Dentistry, etc.) will have a subfolder under this fund. The funds may be utilized by the different research units to support research with the approval of the U.P. Manila Chancellor upon endorsement of the OVCR.

d. Donations with Specific Donors

When a donor specifies a donee, 5% is retained by RGAO as administrative cost and 95% is given to the donee thru the Participating Research Unit Fund.
Sources of Funds

The U.P. Manila Research Administrative Overhead Fund will have two major sources of funds – administrative overhead fees collected from various externally funded research projects conducted in U.P. Manila which are approximately 15% of the research project budget and donations for research from individuals or private organizations.

Board action: APPROVAL.

25 June 2009

cc:
- The Vice President for Academic Affairs
- The Vice President for Administration
- The Vice President for Planning and Finance
- The Chancellor, U.P. Manila
- The Vice-Chancellor for Academic Affairs, UP Mla
- The Vice-Chancellor for Administration, UP Mla
- The Director, HRDO-UP Mla

Note: The Chancellor will please see to it that copies of this excerpt are furnished to all units/persons concerned.