



**UNIVERSITY OF THE PHILIPPINES MANILA  
OFFICE OF THE CHANCELLOR**



16 September 2010

SEP 17 2010  
*Noted*  
*good*

MEMORANDUM NO. RLA-10-083

TO : All concerned

THROUGH : Deans  
Director, Philippine General Hospital  
Executive Director, National Institutes of Health

UPM-NIH-IHPDS  
Date: 23 9 2010  
By: *ry*

SUBJECT : UP Manila Research Administrative Overhead Fund

Pertinent to the Policies and Guidelines on the Use of University Administrative Overhead Funds (as amended by the Board of Regents in its 1147<sup>th</sup> meeting of 21 December 2000) and the Creation of the UP Manila Research Administrative Overhead Fund (BOR 1245<sup>th</sup> meeting of 25 June 2009), please be advised that each research proposal should include in its line-item an administrative overhead cost in accordance with the following schedule (BOR 1147<sup>th</sup> meeting):

Funding	Administrative Overhead Cost
Less than P100,000	Minimum of 5%
P100,000- P200,000	Minimum of 7%

Research proposals with funding of P200,000 and above shall be charged 15% administrative overhead cost, except when funding is from the Department of Science and Technology and other government agencies which only give 7.0 to 7.5% administrative overhead cost.

Sharing of the Administrative Overhead Fund shall be as follows: 50% for the Research Grants Administration Office (RGAO) and 50% for the research generating unit (a college or PGH). The institutional review cost, currently at P30,000 per proposal, shall be borne by RGAO. The sharing of the research generating unit and its departments shall be negotiated between the Dean and the Department Chair and approved by the Chancellor. In the case of the Department of Medicine of the College of Medicine and Philippine General Hospital, the share shall be 80% for the Department of Medicine and 20% for the College of Medicine and Philippine General Hospital.

In the preparation of the line-item of the research proposal, proponents are encouraged to include, where applicable, cost for institutional review (e.g., P30,000), animal care clearance, research dissemination (presentation of research results in scientific conferences), and research publication.

For compliance.

NOTED BY:

*Lulu C. Bravo*

*R. L. Arcadio*  
RAMON L. ARCADIO, MD, MHPEd, DrHum 17  
Professor and Chancellor

**LULU C. BRAVO, MD**

VICE CHANCELLOR FOR RESEARCH - UP MANILA  
AND EXECUTIVE DIRECTOR, NIH-PHILIPPINES

SEP 17 2010

RESEARCH GRANT ADMINISTRATION OFFICE  
**RECEIVED**  
By: \_\_\_\_\_  
DATE: SEP 29 2010

8<sup>th</sup> Floor Philippine General Hospital Taft Avenue, Manila 1000, Philippines