



*Ma. Antoinette C. Montealegre, D.A.*  
Officer-in-Charge

REPUBLIKA NG PILIPINAS  
Republic of the Philippines  
PAMANTASANG NORMAL NG PILIPINAS  
Philippine Normal University  
ANG PAMBANSANG SENTRO SA EDUKASYONG PANGGURO  
The National Center for Teacher Education  
Maynila  
Manila

April 29, 2019

## UNIVERSITY CIRCULAR

No. 2  
Series of 2019

**TO: Vice Presidents, Executive Directors and Provosts, Deans, Associate/Deputy Deans, Directors of the Institutes, Members of the Administrative Council, Faculty Members and Administrative Personnel**

**SUBJECT: Research Ethics Review Fee for Non-PNU Researchers**

### 1. Purpose

Pursuant to BOR Resolution No. U-2945 dated 28 March 2019, this Circular is issued to supplement the existing BOR Resolution No. U-2091 dated 30 April 2014 on the creation, purpose, framework, functions and composition of the PNU Research Ethics Committee, thus amending University Circular No. 9, series of 2014 with the implementation of Research Ethics Review Fee for Non-PNU Researchers.

### 2. Rationale

As the National Center for Teacher Education, the Philippine Normal University is mandated to uphold quality teacher education through its strategic themes of innovation, influence and impact. The strategic themes are made evident in the research studies pursued by students anchored on the University Research Agenda. Integral to these research studies is the adherence to the research ethics that promotes the protection of dignity and respect among respondents and the integrity of the research data as well.

To date, the PNU Research Ethics Committee (PNU REC) reviews all research of graduate students doing their theses and dissertation and faculty members who are undertaking either internally- or externally-funded research projects. With around 20 content experts, the committee operates on providing graduate students and faculty with advice on the conduct of their research studies without any honorarium or reviewer's fee. With the approval of the Board of Regents, a payment scheme for non-PNU researchers is put in place. This practice coincides with the Joint Memorandum Order No. 001 Series of 2012 between the Department of Science and Technology (DOST), Department of Health (DOH), and the Commission on Higher Education (CHED), requiring studies involving human participation to be reviewed and approved by an institution's Ethics Review Committee.

The approved research ethics fee will cover the operating expenses of the Research Ethics Committee and the honoraria of the content experts. Benchmarked data show that state colleges and universities (e.g. University of the Philippines- Manila) and other private universities (e.g. Adamson University) that have established a research ethics board charge a research ethics fee for their students and external researchers. Information from the institutions also revealed that the fees paid are used for operation-related expenses and the honorarium of the research ethics personnel with varied schemes such as a per-hour charge, per paper charge, or a per semester honorarium.

### 3. Scope

The approved research ethics fee is intended for researchers who are NOT ENROLLED in PNU. Non-PNU researchers include undergraduate and graduate students, and faculty members from other local and even foreign universities. Likewise, the research ethics review fee applies to individuals coming from non-academic institutions and organizations (industry, non-government organizations, and other government agencies) who are seeking research ethics review and certification.

The fee is waived for PNU faculty members and administrative staff studying in another university, whether within or outside of the Philippines, and those with university-funded research grants (e.g. PBRG). However, the research ethics fee applies to PNU faculty members with commissioned research project/s (e.g. CHED, DOST funded projects).

The approved payment schedules cover researchers who are undergraduate or graduate students, as well as faculty researchers engaged in funded research projects (university-funded or commissioned) and undertaking self-initiated research projects **from another institution**.

### 4. Schedule of Fees

The following schedule of research ethics review fees for non-PNU researchers shall be adopted and implemented by the PNU Research Ethics Committee:

| Category of Research Project    | Research Ethics Review Fee |
|---------------------------------|----------------------------|
| Undergraduate thesis            | Php 500.00                 |
| Thesis                          | 1,500.00                   |
| Dissertation                    | 3,000.00                   |
| Self-initiated faculty projects | 3,000.00                   |
| University-funded research      | 3,000.00                   |
| Commissioned research projects  | 3,000.00                   |

### 5. Honoraria for Experts per Paper

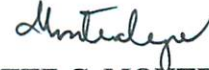
The collected fees will be treated as administrative fee (20%) and will be used to pay the honoraria of four (4) experts/reviewer on a per paper basis (80%), as follows:

| Category  | Fees to be Collected | Breakdown of the Fees                |                             |   |
|---|----------------------|--------------------------------------|-----------------------------|---|
|   |                      | Administrative Fee (20% of the fees) | Honoraria (80% of the fees) | Amount to be received by each expert/reviewer |
| Undergraduate thesis  | Php 500.00           | Php 100.00                           | Php 400.00                  | Php 100.00                                    |
| Thesis  | 1,500.00             | 300.00                               | 1,200.00                    | 300.00  |
| Dissertation, Self-initiated faculty projects, University-funded research, Commissioned research projects | 3,000.00             | 600.00                               | 2,400.00                    | 600.00  |

## 6. Effectivity

This Circular shall take effect upon issuance by the University Archives and Records Management Unit (UARMU) to the PNU Community.

For information, guidance and appropriate action of all concerned.



**MA. ANTOINETTE C. MONTEALEGRE, DA**  
Officer-in-Charge  
Office of the President

Encl: BOR Resolution No. U-2945, s. 2019



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ALPHEUS E.V. FERRERAS  
University and Board Secretary

EXCERPTS FROM THE MINUTES OF THE 80<sup>th</sup> (1<sup>st</sup> QUARTER) REGULAR MEETING OF THE PHILIPPINE NORMAL UNIVERSITY BOARD OF REGENTS HELD ON 28 MARCH 2019 AT THE 4<sup>th</sup> FLOOR, HEDC BUILDING, COMMISSION ON HIGHER EDUCATION (CHED) CENTRAL OFFICE, C.P. GARCIA AVE., UP DILIMAN, QUEZON CITY.

PRESENT:

|                                    |                  |
|------------------------------------|------------------|
| Hon. PERFECTO A. ALIBIN            | Chairperson      |
| Hon. MA. ANTOINETTE C. MONTEALEGRE | Vice Chairperson |
| Hon. JOSE MIGUEL R. DE LA ROSA     | Member           |
| Hon. LUTGARDO B. BARBO             | Member           |
| Hon. ANTONIO V. FERRER             | Member           |
| Hon. KERWIN D. MEMBRADO            | Member           |

ABSENT:

|                               |        |
|-------------------------------|--------|
| Hon. ANGELINA D. TAN          | Member |
| Hon. PAOLO EVERARDO S. JAVIER | Member |
| Hon. JOSE D. LINA, JR.        | Member |

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On motion duly seconded, the Board passed –


**BOR RESOLUTION NO. U-2945, s. 2019**

Granting the authority to collect Research Ethics Review Fee for non-PNU researchers and approving the following schedule of fees as recommended by the PNU Administrative Council:

| Category of Research Project    | Fees       |
|---------------------------------|------------|
| Undergraduate thesis            | Php 500.00 |
| Thesis                          | 1,500.00   |
| Dissertation                    | 3,000.00   |
| Self-initiated faculty projects | 3,000.00   |
| University-funded research      | 3,000.00   |
| Commissioned research projects  | 3,000.00   |

**APPROVED**

Certified correct:

  
ALPHEUS EUGENIO V. FERRERAS  
University and Board Secretary