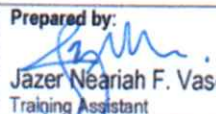


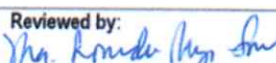
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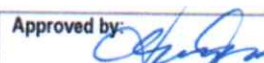
PROFESSIONAL EDUCATION, TRAINING AND RESEARCH OFFICE SUPPORT DOCUMENT MANUAL

Section 15.1
Rev. 0
22 Oct 2021

Guidelines on Research Grants

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I. RATIONALE

The NCMH, categorized as Special Research Training Center and Hospital under the Department of Health, is mandated to expand its capacity for research and development especially on mental health and neurological services in the country and acts as Repository of Researches pertaining to Mental Health in accordance with Republic Act No. 11036 or also known as "The Mental Health Act".

II. OBJECTIVES

The NCMH Professional Education, Training and Research Office (NCMH-PETRO) provides the guidelines for research grants to encourage the employees to pursue their research projects and increase the research capacity of the Center.

III. SCOPE

NCMH-PETRO Research Grant is intended to support mental health-related research and promote the publication of these researches in locally peer-reviewed journals.

All applicants to the Grant must be permanent employees of NCMH with a minimum of three (3) years remaining in the service upon target completion of the said research.

IV. DEFINITION OF TERMS

Proponent - Any permanent NCMH employees from different services and offices who will submit a request for research grant and implement the same.

V. GUIDELINES

The following guidelines shall direct the different components in the implementation of the Research Grants:

Application Requirements

Documentary Requirements:

The proponent should submit the following requirements to the PETRO:

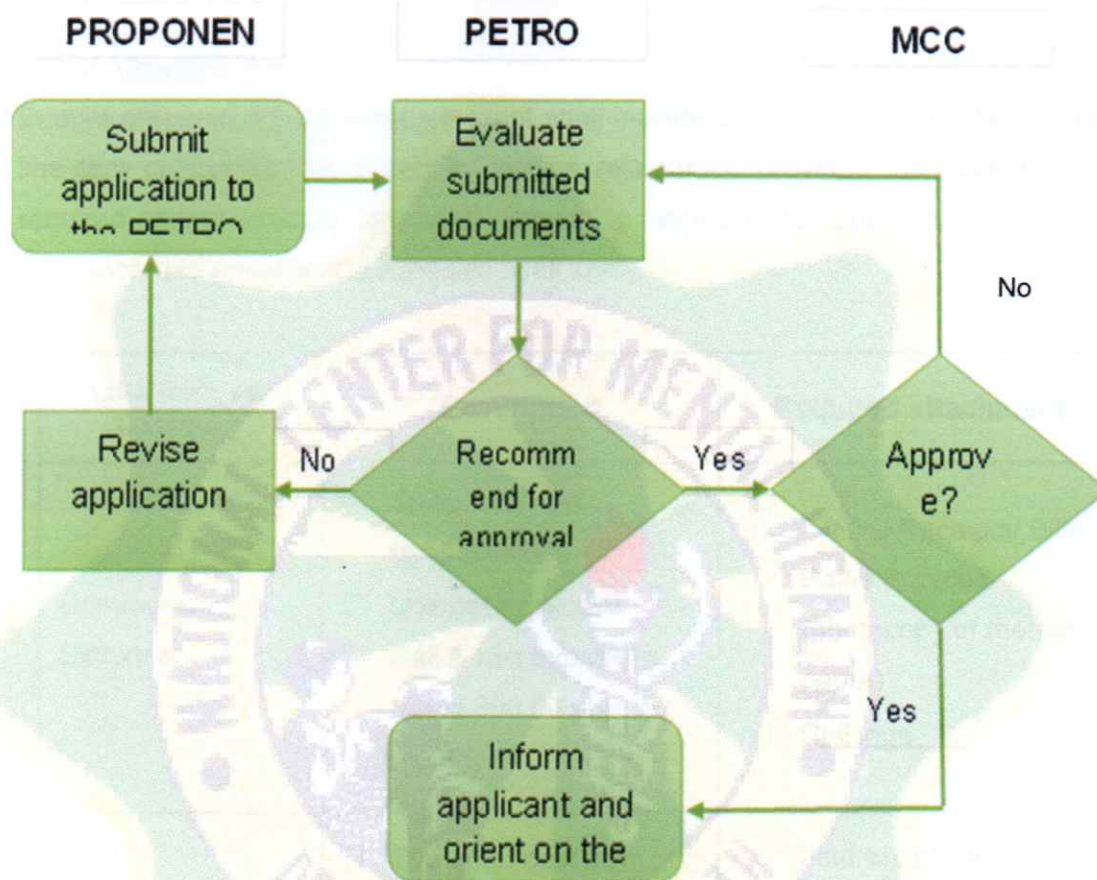
- Request for Research Grant (Form A)
- Ethics Clearance issued by NCMH REC
- Approved research proposal by NCMH REC
- Proposed Line-Item Budget and Distribution Plan (Form B)

Process of Research Grant (see flowchart below)

- I. Once the Research Ethics Committee (REC) approved and cleared the research proposal, the proponent may request a grant by submitting all required documents in Section VI of this document to the Chief PETRO.
- II. The Chief PETRO shall evaluate the request for grant and shall recommend accordingly to the Medical Center Chief II for approval.
- i. III. Upon approval, the PETRO staff shall inform the applicant on the approval of
- ii. research grant and orient on the release of funds through reimbursement.

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Flowchart on the Processing of Research Grant



Source of Funding

A research project may be granted up to 50,000.00 php, subject to the evaluation and approval of the submitted Line-Item Budget (LIB). For research project that requires higher funding than the provided ceiling amount, justification must be provided and submitted to the PETRO for further evaluation. Release of funds will be through reimbursement by the Petty Cash holder of Research Funds upon submission of complete documentary requirements.

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The Petty Cash shall be charged against the Center's Research, Exploration and Development. All expenses that will be paid by the Center are subject to the usual accounting and auditing rules and regulations.

List of Allowable Expenses

Budget prepared for the research grant shall include details for each of the following line-item categories. All expenses will be reimbursed provided the submission of required attachments (in column 3). Prevailing rates and computations approved by the concerned government agencies shall apply.

Line Item per Category	Description	Required attachments*
Communication Expenses	<input type="checkbox"/> Telephone, fax transmissions <input type="checkbox"/> Internet expenses <input type="checkbox"/> Call & text expenses (up to 300.00 php per month)	<input type="checkbox"/> Official Receipts/ Bills/ Sales Invoices (photocopy of thermal paper) <input type="checkbox"/> Call logs
Transportation Expenses	<input type="checkbox"/> Transport cost from place of work to the first place of official business, and vice versa.	<input type="checkbox"/> Itinerary of travel <input type="checkbox"/> Official Receipts/ Reimbursement Expense Receipt (RER Form) <input type="checkbox"/> Certificate of Appearance
Supplies and Materials	<input type="checkbox"/> Office supplies/ materials	<input type="checkbox"/> MMS Request Slip
Printing and Binding Expenses	<input type="checkbox"/> Costs of producing, printing and binding materials such as	<input type="checkbox"/> Official Receipts/ Reimbursement Expense Receipt for above 300.00

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Line Item per Category	Description	Required attachments*
	books, reports, catalogues, documents and other reading materials.	php (RER Form)/ Certificate of Expenses Not Requiring Receipts for 300.00 php and less (CENRR Form)
Survey Expenses	<input type="checkbox"/> Costs incurred in the conduct of surveys related to a research project or program. <input type="checkbox"/> Subject Allowance/ Remuneration	<input type="checkbox"/> Official Receipts/ Reimbursement Expense Receipt for above 300.00 php (RER Form)/ Certificate of Expenses Not Requiring Receipts for 300.00 php and less (CENRR Form)
Professional Services	<input type="checkbox"/> Legal, auditing, consultancy, environment/ sanitary, general, janitorial, security and other professional services (laboratory services, pharmaceutical services, etc). <input type="checkbox"/> Statistical analysis, statistical consultancy (please see annex A - list of statistical consultancy groups) <input type="checkbox"/> Honoraria of research assistant, liaison, etc.	<input type="checkbox"/> Official Receipts <input type="checkbox"/> Billing Statements If applicable (honoraria for statistician, research assistants and alike): <input type="checkbox"/> Approved Terms of Reference
Reference materials	<input type="checkbox"/> Textbooks/instructional materials	<input type="checkbox"/> Request letter
Training expenses	<input type="checkbox"/> GCP training <input type="checkbox"/> Other local training programs	<input type="checkbox"/> PETRO Training Request Form (01 July 2021 rev. 0)

*There may be documents needed in addition to the mentioned documents that will be required by the NCMH Accounting Section.

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Responsibilities:

A. NCMH-PETRO:

1. Evaluate and process documentary requirements submitted by the requesting proponent;
2. Ensure efficient, timely and smooth implementation of approved research grants within the approved project duration;
3. Submit summary of expenses to the Finance Service and Management Committee regularly or as needed;
4. Repository of final research projects.

B. Proponent:

1. Submit the documentary requirements to the PETRO once research proposal is cleared and approved by the NCMH Research Ethics Committee (REC);
2. Facilitate the completion of required documents for the liquidation of approved expenses;
3. Provide copy of the full paper/ research to the PETRO;
4. Return all the disbursed funds should there be failure to complete the research within the approved timeline and/ or fulfill all obligations of the grant.

VI. REFERENCE

Republic Act No. 11036 *Mental Health Act*, Implementing Rules and Regulations, Ch VI, Section 30.

VII. DOCUMENT

Request for Research Grants (Form A)
Distribution Plan (Form B.1)
Project Line-Item Budget (Form B.2)