



MEMORANDUM

DATE: February 24, 2026

TO: ALL FACULTY, NON-TEACHING STAFF, AND STUDENTS

FROM: NIÑO ISMAEL S. PASTOR, MD, PHSAE, DRDM, WMA *hiest*
Adviser, CHRI

NOTED BY: JOSE JUAN RAFAEL LAICO, MD *J. Laico*
Dean, GCM

JASON HAROLD YU, MD
Chief Executive Director

APPROVED: ATTY. JOSEPH M. BADUEL *J. Baduel*
Vice-President for Operations, GCM

SUBJECT: Revised Administrative Fees for Research Title Amendments

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1. Rationale. A recent Basic Research Ethics Training (BRET) seminar conducted by the Central Visayas Council for Health Research and Development (CVCHRD) under DOST7 in the University of the Visayas Main Campus last Feb. 10 to 12, 2026, stressed that any change to a research title is not merely a superficial update. It fundamentally impacts the study's Protocols and Informed Consent Forms (ICF) and may affect its ethical implications, necessitating a re-evaluation of the study's scope and alignment.

To ensure the integrity of the technical service and ethical review processes, and to cover the costs associated with title amendments, the institution is aligning its fee structure with national standards. Titles are considered changed if any of the following title parts are changed:



- a. Study variable(s)
- b. Study participants
- c. Study site
- d. Study methodology
- e. Research Topic
- f. Study relationships between variables, participants, and site
- g. Changes in verbs, pronouns, and adjectives will not constitute a title change

2. Updated Fee Structure. Title changes before REC approval shall be free of any charges. Effective one week after this memo is approved, the previous "Title Change Fee" of PHP 200.00 is hereby rescinded. Research title changes will now be categorized under Major Protocol Amendments after REC approval. The new fee shall be equal to changes in the protocol and ICF, five thousand pesos (Php 5,000) , payable by the student/student group to the Finance department. Funds generated by title amendments shall be aligned with the CHRI budget.

3. Standard Operating Procedure (SOP) for Title Changes. To facilitate a smooth transition, all researchers seeking a title change must follow the following steps:

Step 1: Submission of Request Letter. Submit a formal letter addressed to the CHRI office clerk stating the original title, the proposed new title, and a clear justification for the change, duly endorsed by the adviser.

Step 2: Payment of Fees: If the application letter to change title is correct, the researcher will be issued a Payment Slip by CHRI. Payment of PHP 5,000.00 must be settled at the Finance Office.

Step 3: The researcher shows the Official Receipt to CHRI, who refers the title change to REC.

Step 3: REC approves or disapproves the request to change the title.



Step 4: If approved, the researcher changes the title of the study and attach to the original proposal & ICF and submits it to CHRI. Disapproved applications will not be allowed to change their title.

4. Recommendation. Researchers are strongly urged to obtain topics from the GCM Health Research Agenda adopted by CHRI that was prepared by MEU agenda and finalize their study titles and frameworks before the initial proposal stage for Chapters 1, 2, & 3. This ensures that resources are focused on the conduct of the research rather than avoidable administrative costs.

Attached are the previous memo governing title changes.

FN: Amendment of Titles v2