

اللائحة المالية للجنة أخلاقيات البحوث الطبية بالمركز القومي للبحوث

١. يتم تحصيل رسوم (مقابل) مراجعة البروتوكولات، المقدمة إلي اللجنة - بناء علي القرار الإداري الصادر من نائب رئيس المركز القومي للبحوث (مرفق رقم ١)
٢. يتم تحصيل وجمع هذه المبالغ في خزينة الطابع الخاص بالمركز القومي للبحوث- و هو حساب مستقل تحت بند لجنة ذات طابع خاص (مرفق رقم ٢) لائحة المركز القومي للبحوث
٣. يتم الصرف منها حسب لائحة الوحدات ذات الطابع الخاص من لائحة المركز القومي للبحوث (مرفق رقم ٢) تقسم هذه المبالغ إلي نسب و توزع إلي الأعضاء نظير القيام بعملهم و جزء مخصص لتطوير الأعمال و البنية التحتية و مستلزمات عمل اللجنة و جزء يذهب إلي موارد المركز القومي للبحوث و نسبة أخرى تذهب إلي خزينة الدولة حسب المرفق
٤. هذا الحساب له طابع حكومي وبنظام محكم (لائحة مالية منظمة)، و يراقب من قبل الجهاز المركزي للمحاسبات و وزارة المالية - مصلحة الضرائب - التقرير المالي السنوي
٥. يحصل أعضاء اللجنة على مستحقاتهم المالية من المصادر التالية
أولاً: المركز القومي للبحوث نظير مبلغ ثابت لكل جلسة ومنتظم بقرار محدد (لائحة صرف - الدرجة العلمية - لا يتعد نسبة حضور الجلسات عن ٢٠٠٪ من راتبه الأساسي و بحد أقصى جلستين في الشهر و الذي يحدد في قرار التشكيل) (مرفق رقم ٣)
ثانياً: مكافئات تصرف للسادة الأعضاء بعد موافقة رئيس المركز القومي للبحوث بناء علي طلب من رئيس اللجنة في حالة الأعمال الغير إعتيادية مثل مراجعة مشاريع خطط المركز القومي للبحوث (مرفق رقم ٤)
ثالثاً: يضاف هذا المبلغ في حساب العضو بالبنك الذي يحول إليه مرتبه

رئيس لجنة أخلاقيات البحوث الطبية

د/ اسامه محمود عزمي

٢٠٢٢/٩/٧





National Research Centre
Medical Research Ethics Committee

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Financial Policy of Medical Research Ethics Committee of
National Research Centre

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**The approved financial regulations
of the Medical Research Ethics Committee (MREC)
National Research Centre (NRC)**



list of abbreviations:

NRC: National Research Centre

MREC: Medical Research Ethics Committee

EGP: Egyptian pound

\$: US dollars

**Regulations Statute and financial regulations of
Medical Research Ethics Committee (MREC)
National Research Centre**

Article 1

There was a need to establish MREC to attain high-quality research, to protect ethical aspects in medical researches, to explicit the scientific achievements of NRC research staff, and to confirm the leading role of NRC in science and technology.

MREC was established in the light of recommendations of Declaration of Helsinki regulating clinical research on human beings, and recommendations of the International Conference for coherence and new medical practices in 1995.

MREC was established after approval of NRC Board (council) decree no. 528 year 2003.

MREC is a specialized Unit under the laws and regulations governing such units.





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Authorities and terms of reference

Article 4

1. NRC president appoints

- chairman from NRC nominations by Committee members
- members from NRC research staff representing all divisions with medical/biological researches. The members are qualified through training courses in scientific research ethics and also not occupying any high administrative positions. The committee can include full-time emeritus professors but not part-time emeritus professors.
- external members and non-scientific members.
- technical treasurers/secretariats.

The NRC board approves this decision.

2. MREC constitution is formed from:

- 19 members from NRC research staff including chairman
- an external member from other research institutes
- an external member from ministry of health
- a non-scientific member from religious entities (Egyptian Fatwa house)
- another non-scientific member.

3. The MREC constitution lasts three years that can be renewable.





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Terms of reference of MREC Board

Article 5

MREC board has responsibility and authority for management of MREC affairs. MREC board also sets the policies that support achievement of MREC goals. MREC board has the right to the following:

1. Establishing work system inside the committee and setting terms of reference, job descriptions, tasks and duties of the MREC members.
2. Assigning experts temporarily or constantly to provide advice as dictated by imperative need through an allegation/ authorization from NRC president.
3. Setting fees/payment paid to the committee for reviewing scientific research.
4. Preparing project of the annual financial plan of the committee, its final account and aspects of disposition of surplus in the final account before it is presented to the concerned authorities.
5. Checking follow-up periodic reports which are submitted about work situation in MREC and revise its financial position.
6. Considering all issues passed to MREC board from the minister of high education and scientific research, NRC president, MREC chairman or members that are under their terms of reference.
7. Issuing decisions concerned with committee representation in conferences, exhibitions, local and international forums also invitations to hold meetings, seminars and conferences in collaboration with other entities.
8. Setting rules that include work regulation and financial incentives that the committee confers to members upon proposal of MREC chairman





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Article 6

Meetings of MREC board is held once or more each month and passes or informs its decisions to NRC president

Terms of reference of MREC chairman

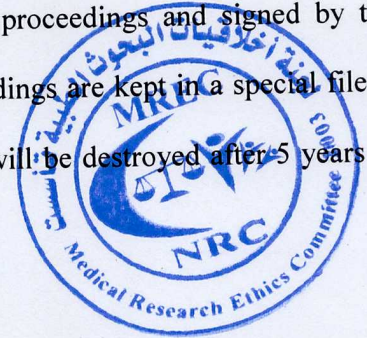
Article 7

- 1- Managing MREC affairs as stated by law and representing MREC in front of others
- 3- Proposal/nomination of delegate members of the technical committee needed in their work
- 4- Authorizing disbursing of foreign exchange earnings in different MREC activities
- 5- The Vice-chairman will replace the chairman in all terms of reference in case of his absence.

General rules for running/work in the committee

Article 8

The research projects that wait for final decision are submitted with an application to the MREC chairman after payment of fees 48 hours before MREC meeting. the chairman refers the project to examiners at their first meeting. The examiners present their reports to MREC at the following meeting for discussion and approval or disapproval after listening to the opinion of the committee and documenting/recording the deliberations in the record of the session proceedings and signed by the MREC chairman, members and treasurer. All records of MREC proceedings are kept in a special file at MREC office with electronic pack-up on hard disk. All paper records will be destroyed after 5 years or otherwise stated.





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Financial affairs

Article 9

The financial year of MREC starts and ends with the financial year of the state.

Article 10

Under these regulations, the chairman has the authorities and jurisdiction (terms of reference) of heads of divisions stated by laws and regulations in force as regards financial and administrative affairs of the committee.

Article 11

MREC has a subsidiary budget derived from NRC balance "and not independent balance". MREC balance covers resources and expenses of the ongoing balance at its issuance from NRC balance and the expected estimated resources of MREC. The final account will demonstrate the expenditures and earnings/fees carrying surplus over from year to year as regards both MREC resources and allocated subsidiary budget.

Financial Resources of MREC

Article 12

- 1- The subsidiary budget for MREC from NRC balance is basic
- 2- Fees/payments from reviewing researches.
- 3- Any other resources set by MREC board.
- 4- Incentives from NRC budget





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Annual expenses of MREC

Article 13

1- Wages/bonuses/rewards/incentives

a- The chairman sets the values of bonuses/rewards for attending the sessions or reviewing researches, and also for auxiliary staff (technical and administrative secretary) after approval of NRC president for the set values.

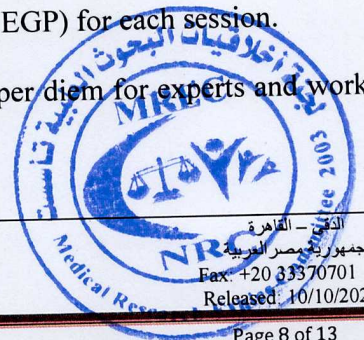
b- The chairman sets the bonuses/rewards except for the scientific topics of training programs in case of organizing training courses in the field of writing protocols and the informed consents in case of participation in medical researches and other training activities.

c- The bonuses/rewards are set upon request of MREC chairman and approval of NRC president.

d- Incentive/bonuses/rewards may be estimated by NRC president upon a proposal from MREC chairman for workers in the committee who provide premium services, proposals, and innovative actions that share in promoting performance and saving expenses. Also, rewards can be estimated by NRC president for MREC chairman, treasurer or members.

e- each member is granted a maximum of 250 EGP (only two hundred and fifty EGP) for attending all reviewing sessions and the delegated research members are granted a maximum of 250 EGP (only two hundred and fifty EGP) for each attended reviewing session. Those who do secretarial works if are not a MREC member are granted maximum of 100 EGP (only one hundred EGP) for each session.

f- The chairman has the authority to set values of a travel allowance/per diem for experts and workers in the committee after approval of NRC president.





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2- Running expenses

- a- NRC president allocates an imprest/advance payment of 2000 EGP (only two thousand EGP) or average of six month expenses whichever is less and shall be in the custody of permanent committee employee "not working in accounting" and appointed by chairman or vice-chairman. The imprest is spent on various petty cash expenses noticing that the imprest should not be spent on wages or bonuses.
- b- The imprest is replaced before out of money noticing the mandatory settlement of the imprest before end of financial year on 30th June of each year.
- c- An imprest of no more than 3000 EGP (only three thousand EGP) can be permitted by NRC president with proposal/recommendation from chairman in circumstances at which disbursing money is difficult by regular means. The imprest is spent in terms of specified purposes noticing that the imprest is settled within two months of its receipt or at the end of the financial year whichever is nearest and refund of the surplus at the same date.
- d- It is not permitted to disburse an imprest for a certain purpose or person who disbursed a previous imprest except if the first imprest was settled.
- e- All purchases of the MREC is through direct order or procurement practice or tender/bid after approval of NRC president according to tenders and auctions law (Law no. 89/1998). Authorities of accreditation/approval are under the regulations of decree no.250 of the executive regulations of universities regulation Law.
- f- All incoming purchases to MREC are inspected by constituted committees for this purpose by a decision from NRC president and it is permitted in urgent circumstances to approve items, tools and





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equipment that is priced below 300 EGP (three hundred EGP) without being examined by inspection committee in terms of approval by chairman or by a committee member who are authorized by chairman that these incoming items, tools and equipment are conformed to the required specifications/criteria and approved samples and matched to the desired type and purpose.

g- The committee can purchase scientific books and journals, periodicals and other scientific publications without tender or bid by a testament from chairman and authorized by NRC president up to 5000 EGP (five thousand EGP). This limit can be exceeded to cope with MREC activities and approval of nrc president in case of need noticing that warehouse procedures are fulfilled.

Article 14

It arises from MREC regulations as regards resources of the committee that a special two-fold bank account operating in Egypt set out by NRC board.

- Account for local currency
- Account for foreign currency

Money is disbursed from this account for committee purposes under bank checks signed by chairman/NRC president as first signature and NRC treasurer as second signature.

The check is signed by chairman noticing that the check is attached to all documents approving disbursing and signed by NRC treasurer confirming their revision.

Article 15

The committee resources from foreign currency are allocated to serve its purposes.





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Article 16

The committee prepares a monthly account about every type of its financial activities and also a quarterly account that presents the truth of the revenues, their sources and the reality of the expenses and their aspects. These accounts are presented to NRC board to issue in light of it the managerial decisions that guarantee the optimum achievement of goals of the committee.

Article 17

The committee prepares a final account statement within three months after end of financial year to present actual revenues and expenses in comparison with estimated balance and is sent in timing that allows its incorporation in the financial account statement of NRC.

Article 18

If the balance was not approved before the start of the start of the financial year, money is disbursed according to instructions from Ministry of Finance in this respect.

General provision

Article 19

Scientific researches whether in-house or in collaboration with external local or foreign entity cannot be approved except after approval of MREC and its recognition.

Article 20

The committee is prohibited/ banned from accepting donations and endowment under any name or for any reason.





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Article 21

A ban on the law is prohibited for professional ethics

Article 22

Pricing of research reviewing is according to decision issued by the committee every year noticing that pricing by EGP for Egyptians and foreign currency for foreigners.

The price amount for reviewing researches is non-refundable even if the committee has ended to a research infringement to professional ethics regulations

1. Reviewing of medical/biological and veterinary researches submitted by research staff members at NRC for **MSc or MD/PHD theses for no charge.**
2. **Internal Projects** even if external researches are affiliated to is reviewed **for no charges.**
3. Fees for reviewing submitted **researches by research staff at NRC** whether single author or multiple co-authors is **for no charge.**
4. Fees for reviewing submitted **researches or MSc and MD thesis by external research staff** from other faculties or research centers or institutes, whether single author or multiple co-authors is **2500 EGP** for each research.
5. Fees for reviewing submitted **projects** by research staff from NRC in collaboration with any funding agent **inside Egypt is 5000 EGP** for each project.
6. Fees for reviewing submitted **projects** by research staff from NRC in collaboration with any funding agent **outside Egypt is 10000 EGP** for each project.



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7. Fees for reviewing submitted **researches sponsored** by pharmaceutical companies is **25000 EGP** for each research.
8. Fees for reviewing submitted **researches from outside Egypt** is from **1500\$** for each research.
9. Fees for **annual renewal** of researches with previous approval for **items number 4-7** is **2500 EGP** and **item number 8** is **500\$** of core value for reviewing the research.

Article 23

This committee is a unit of special services

Article 24

All relevant laws and regulations govern wherever it is not stated in these regulations.

Article 25

All provisions in the current regulations govern since date of NRC board approval.

President of NRC

Prof. Dr. Hussein Darwish

