|  | **University of Southern Philippines Foundation**  **RESEARCH ETHICS COMMITTEE** | Form No. | **F-11** |
| --- | --- | --- | --- |
| **Review Checklist** | Version No. | 2 |
| Code | REC Form F-11 |
| Effective Date: | February 1, 2023 |
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| **STUDY PROTOCOL INFORMATION** | |
| --- | --- |
| **Reference Number (OR):**  *(to be accomplished by USPF REC Staff)* |  |
| **USPF REC Code:**  *(to be accomplished by USPF REC Staff)* |  |
| **Study Protocol Title:** |  |
| **Principal Investigator/s:** |  |
| **Study Protocol Submission Date:**  *(to be accomplished by USPF REC Staff)* |  |
| **Verified Complete by:**  *(to be accomplished by USPF REC Staff)* |  |
| **Classification of Review:**  *(to be accomplished by USPF REC)* | **◻ EXPEDITED**  **◻ FULL BOARD**  **◻ EXEMPTED** |
| **Classified by the:**  *(to be accomplished by USPF REC Staff)*  **◻ USPFREC Chairperson**  **◻ USPFREC Secretary** |  |

**USPFREC Forms submitted by the investigators (Type of Submission)**

* **USPFREC F-17** Printed Registration and Application Form
* **USPFREC F-19** Study Protocol Assessment Form
* **USPFREC F-54** Submissions Log
* **USPFREC F-22** Application For Ethics Review Of Amendments
* **USPFREC F-29** Application for Continuing Review
* **USPFREC F-59**  Final Report Form
* **USPFREC F- 30** Study Non/Completion Report Form
* **USPFREC F-31** Early Termination Form
* **USPFREC F-50** SAE and SUSAR Protocol-Specific Summary Of Reviews
* **USPFREC F-44** Queries Notification and Complaints

| A logo of university of southern philippines  Description automatically generated with low confidence | **University of Southern Philippines Foundation**  **RESEARCH ETHICS COMMITTEE** | Form No. | **F-11** |
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**Basic Documents (must submit for initial review)**

* Proof of financial research grant (*if applicable*)
* **USPFREC F-11** Review Checklist
* Study Protocol
* Data collection forms (instruments)
* Diagrammatic workflow
* CV of Primary Investigator and study team members
* Proof of payment of ethics review fee (*as applicable*)

**Study-specific Documents (submit as needed)**

* **USPFREC F-14** Informed Consent Assessment Form (for studies with human participants)
* Informed consent form in English (for studies with human participants)
* Informed consent form in local language (for studies with human participants)
* Assent form in English (for studies involving minors and relevant populations deemed incompetent to sign an informed consent form )
* Assent form in local language (for studies involving minors and relevant populations deemed incompetent to sign an informed consent form)
* Good Clinical Practice (GCP) or Health Research Ethics Training Certificate of PI, Co-I and the rest of the study team (GCP is required for clinical trials)
* Recruitment advertisements (as needed by the study protocol)
* Other information or documents for participants (such as diaries, etc.)
* Material Transfer Agreement or Terms of Reference (for any research involving transfer of biological specimens)
* Memorandum of Agreement (for collaborative studies)
* Previous ethical review approvals/clearances (for students/personnel of foreign universities researching in the Philippines or those with prior ethical review)
* National Commission for Indigenous People (NCIP) Clearance (for studies with indigenous populations; can be processed while UPMREB review is ongoing)
* Clearance or permit from respective regulatory authorities (such as FDA approval for clinical trials and DENR local transport permit, as applicable)
* Others (specify):