**Review Checklist**

|  |
| --- |
| **STUDY PROTOCOL INFORMATION** |
| Reference Number: |       |
| UPLB REB Code:[[1]](#footnote-1) |       |
| Study Protocol Title: |       |
| Principal Investigator: | <Title, Name, Surname> |
| Study Protocol Submission Date:*(to be accomplished by UPLB REB Staff)* |       |
| Verified Complete by:*(to be accomplished by UPLB REB Staff)* |       |
| Classification of Review:*(to be accomplished by UPLB REB)* |

|  |  |
| --- | --- |
| [ ]  | EXEMPTED |
| [ ]  | EXPEDITED |
| [ ]  | FULL BOARD |

 |
| Classified by the:

|  |  |
| --- | --- |
| [ ]  | UPLB REB CHAIR  |
| [ ]  | UPLB REB COORDINATOR |

 | <SIGNATURE OVER PRINTED NAME> |

**Basic Documents (must submit)**

|  |  |
| --- | --- |
| [ ]  | Cover Letter (addressed UPLB REB Chair) |
| [ ]  | Review Checklist [UPLB REB FORM 2(A)] |
| [ ]  | Registration and Application Form [UPLB REB FORM 2(B)] |
| [ ]  | Study Protocol Assessment Form [UPLB REB FORM 2(C)] |
| [ ]  | Data collection forms  |
| [ ]  | Basic Research Ethics Training Certificate |
| [ ]  | Diagrammatic workflow |
| [ ]  | CV of PI and study team members, CV of adviser |
| [ ]  | Thesis approval form for UPLB Graduate Students – signed by adviser and panel members |
| [ ]  | Electronic copy of all forms and attachments, send to:reb.uplb@up.edu.ph |
| [ ]  | Printed copy of all forms and attachments, send to:UPLB Research Ethics BoardOffice of the Vice Chancellor for Research and Extension (Annex)Andres Aglibut Avenue corner Jose R. Velasco Avenue, University of the Philippines Los Baños |

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

|  |  |
| --- | --- |
| [ ]  | Informed Consent Assessment Form (for studies with human participants) [UPLB REB FORM 2(D)] |
| [ ]  | 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) Training Certificate of PI, Co-Is and the rest of the study team (for clinical trials) |
| [ ]  | Recruitment advertisements (as needed by the study protocol) |
| [ ]  | Other information or documents for participants (such as diaries, etc.) |
| [ ]  | Material Transfer Agreement (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 UPLB REB review is ongoing) |
| [ ]  | Clearance or permit from respective regulatory authorities (such as FDA approval for clinical trials and DENR local transport permit, as applicable)  |

1. *To be issued upon initial processing by UPLB REB*  [↑](#footnote-ref-1)