**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)**

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| --- | --- |
|  | 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 Board  Office 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)