
	<b>University of the Philippines Diliman</b> <b>COLLEGE OF HOME ECONOMICS</b> <b>RESEARCH ETHICS COMMITTEE</b>	UPCHE REC SOP 28/03  Approval Date: 07-Oct-2024  Effective Date: 04-Nov-2024
	<b>SOP 28. Management of Appeals</b>	

Supersedes:	02
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	(Adapted from UPMREB SOP and 2020 PHREB SOP Workbook)
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### 28.1. Policy Statement

The UPCHE REC shall consider the perspective of the researcher regarding the feasibility and acceptability of REC recommendations including its disapproval. For disapproved protocols, the proponent(s) may appeal to the REC by submitting a letter containing the justification for the appeal addressed to the Chair.

Appeals of researchers for disapproved protocols shall undergo full review and shall be resolved within 28 working days upon receipt of the fully documented appeal. All other minor appeals will be documented per protocol and reported in a regular committee meeting.

### 28.2. Objective

Management of appeals ensures fairness, transparency and comprehensiveness of ethics review that takes into consideration the perspective of the researcher. Expedited review aims to ensure appropriate and effective systems are used for the protection of human participants in research.


### 28.3. Scope

The SOP on Management of Appeals covers procedures that begin with the receipt of the appeal and ends with communicating the committee's action to the researcher and updating of the protocol.

### 28.4. Workflow (28 working days)

	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>	<b>TIMELINE*</b>
<b>1</b>	Receipt of the letter of appeal	Administrative Secretary	1
<b>2</b>	Retrieval of the pertinent protocol file	Administrative Secretary	1
<b>3</b>	Notification of the Chair and Primary Reviewer(s)	Administrative Secretary	3
<b>4</b>	Inclusion in agenda of the next regular meeting	Chair and Primary Reviewers	1
<b>5</b>	Discussion and deliberation on the appeal	Chair and REC Members	18
<b>6</b>	Communication of the committee action	Chair	3
<b>7</b>	Filing of the documents and updating of protocol database	Administrative Secretary	1

*\*working days*

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## **28.5. Description of Procedure**

### **28.5.1. Receipt of the letter of appeal:**

The Administrative Secretary receives the letter of appeal and records the pertinent information into the logbook of submissions (Form 12).

### **28.5.2. Retrieval of the pertinent protocol file:**

The Administrative Secretary retrieves the pertinent file for reference in the review. The file includes the initially submitted protocol, ICF, research tools and other related documents.

### **28.5.3. Notification of the Chair and Primary Reviewer(s):**

The Administrative Secretary notifies the Chair and the primary reviewers about the letter of appeal and awaits further instructions.

### **28.5.4. Inclusion in Agenda of the next regular meeting:**


The Chair instructs the Administrative Secretary to include the appeal in the agenda of the next meeting, to ensure that the retrieved protocol and related documents are available during the meeting and to inform the researcher/proponent(s) to be available on the scheduled meeting in case there is a need for further clarification.

### **28.5.5. Discussion and deliberation on the appeal:**

- The primary reviewer (scientist member) summarizes the protocol and the previous discussion of the issues in the protocol as background to the appeal.
- The Chair presents the contents of the appeal and leads discussion.
- The researcher/proponent may be called in for further clarification of issues. The researcher/proponent is asked to step out after the committee has taken up the issues for clarification.
- The committee then decides (by consensus) whether to accept any or all the points raised in the appeal.

### **28.5.6. Communication of the committee action:**

Based on the deliberations, the Chair summarizes the decision points and instructs the Administrative Secretary to prepare the draft decision letter (Form 50 Decision Letter Template) for his/her finalization and forwarding to the researcher/proponent(s) (SOP 21: Communicating REC Decisions).

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#### 28.5.7. Filing of the documents and updating of protocol database:

The Administrative Secretary files all the documents into the appropriate folder and updates the protocol database accordingly.

#### 28.6. Forms

The following forms are used in the implementation of this SOP:

- Form 12: Submissions Log
- Form 50: Decision Letter Template

#### 28.7. Document History

Version No.	Date	Authors	Main Change(s)
01	08 September 2022	Maria Patricia V. Azanza, Ph.D. Joanne R. Bantang, Ph.D. Cecile Leah T. Bayaga, Ph.D. Kristyn T. Caragay Edgar G. Belda Jr. Mary Anne R. Tumanan, Ph.D. Rowena Grace R. Sanchez Fredelyn G. Tolete	First draft
02	11 August 2023	Maria Patricia V. Azanza, Ph.D. Joanne R. Bantang, Ph.D. Cecile Leah T. Bayaga, Ph.D. Kristyn T. Caragay Ma. Leonora dL Francisco, Ph.D. Adelaida V. Mayo, Ph.D. Marian Michelle D. Navales Mary Anne Ramos-Tumanan, Ph.D. Casiana Blanca J. Villarino, Ph.D. Fredelyn G. Tolete	Added timeline (in working days) for each step in the Workflow  Reformatted numbering of the sections to follow the SOP number (e.g., 3.1. Policy Statement)  Changed from SOP 27 to SOP 28 after SOP on Review of Progress Report was added to the SOPs for post approval.
03	08 July 2024	See updated list of authors	Updated the list of authors to include all regular members following the change in membership of the UPCHE REC.