

	<b>University of the Philippines Diliman COLLEGE OF HOME ECONOMICS RESEARCH ETHICS COMMITTEE</b>	UPCHE REC 00/01
	<b>Policies and Guidelines for Application of Ethics Clearance outside of UPCHE REC</b>	Approval Date: 18-Nov-2024  Effective Date: 18-Nov-2024

## APPENDIX B

This policy covers all constituents (students, faculty, and staff) of the College of Home Economics (CHE). The UPCHE REC will allow students, faculty, and staff of CHE to apply for ethics clearance from another institution.

Through [Memorandum No. REC 2024-027](#) dated 02 February 2024 that was released to all the CHE Departments, it was announced that beginning the first semester of the academic year 2024-2025, the UPCHE REC would require that all research protocols for implementation coming from all CHE constituents (students, faculty, and staff) should obtain valid ethics clearance. Ethics clearance is considered valid if it is issued by a research ethics committee or board with an active accreditation given by the Philippine Health Research Ethics Board (PHREB).

Researchers (students, staff, and faculty) from CHE shall inform the CHE REC of their intention to apply for ethics clearance outside of the UPCHE REC. The following documents shall be submitted to the UPCHE REC, for filing:

1. [Letter from the proponent](#) addressed to the REC Chair with justification for applying ethics clearance with an external ethics committee or board
  - include details such as name of REC/REB, contact information, proof of valid accreditation
  - endorsed by thesis adviser and Department Chair

The UPCHE REC Chair shall signify the endorsement of the application by signing on the application form or relevant letter addressed to the Chair/Head of the external research ethics committee or research ethics board.

The following documents shall be submitted to the CHE REC after obtaining approval from the external ethics board or committee which will serve as the basis for clearance from the Office of Research and Publications (Thesis and Dissertation Distribution Record):

2. Evidence of ethics approval (i.e. approval or notice of exemption)
3. Copy of the approved protocol/proposal and informed consent form (as applicable)

The CHE REC shall keep a record of these submitted documents for documentation purposes.