



SAN PEDRO COLLEGE-
RESEARCH ETHICS COMMITTEE

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FB Page: SPC RCC

ETHICS REVIEW GUIDELINES

!!NOTE: NOT FOLLOWING INSTRUCTIONS/GUIDELINES WILL NOT BE ENTERTAINED!!

1. Click and download the [CHECKLIST](#) and [FORMS](#) for the ethics review application.

In your [Checklist](#), all Documents/forms classified as **UNIVERSAL** must be submitted by all applicants. Documents/forms classified as **CASE TO CASE BASIS** will only be submitted depending on the nature of the study or as requested by SPC-REC.

2. Fill out the downloaded Universal and applicable Case-to-Case basis forms.
3. Rename the documents to be submitted as follows: **(WRONG/INCOMPLETE FILE NAMES WILL NOT BE ENTERTAINED)**

SPC-REC_RESEARCH PROPOSAL
SPC-REC_SIMILARITY SCORE REPORT
SPC-REC_VALIDATION SHEETS
SPC-REC_PERMISSION FROM TOOL DEVELOPER
SPC-REC_VALIDATED QUESTIONNAIRE/ INTERVIEW QUESTIONS
SPC-REC_INFORMED CONSENT
SPC-REC_ASSENT FORM
SPC-REC_FORM 6-A
SPC-REC_FORM 6-B (*for non-SPC affiliates only*)
SPC-REC_FORM 6-C
SPC-REC_FORM 4-A (*must be in Word file*)
SPC-REC_FORM 6-D
SPC-REC_FORM 6-E

4. Attach all the files individually to your email. **Strictly no Google Drive links.** Send your **complete requirements** to spc_rec@spcdavao.edu.ph.

Subject Title: **ETHICS REVIEW APPLICATION-(RESEARCH TITLE)**

5. The cut-off for Ethics review applications will be every Monday through Wednesday. Submissions beyond the cut-off days will be processed by the **first working day of the following week**.
6. Ethics Review Consultations at the SPC-REC office will be every **Thursday** only.
7. A **Notice of Acceptance (NOA)** will be sent to your email once your ethics review application is accepted. The date of release of the **Review Results** is indicated in the notice.

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