Review Checklist

STUDY PROTOCOL INFORMATION	
UPD REB Code:	
Study Protocol Title:	
Principal Investigator (PI):	<Title, Name, Surname>
Study Protocol Submission Date: (to be accomplished by the Technical Personnel)	<dd/mm/yyyy>
Type of Submission:	☐ **Initial Submission** ☐ **Resubmission** ☐ **Appeal for Reconsideration** ☐ **Continuing Review Application** ☐ **Study Protocol Amendment** ☐ **Noncompliance (Deviation or Violation) Report** ☐ **Early Study Termination Report** ☐ **Final Report** ☐ **Reportable Negative Events (RNEs) Report** ☐ **Queries and Notifications** ☐ **Complaints**
Verified Complete by: (to be accomplished by the Technical Personnel)	<Signature over Printed Name>
Classification of Review: (to be accomplished by the Technical Personnel)	☐ **FULL BOARD** ☐ **EXPEDITED** ☐ **EXEMPTED**
Classified by the: ☐ **UPD REB CHAIR** ☐ **UPD REB COORDINATOR** (to be accomplished by the Technical Personnel)	<Signature over Printed Name>

Basic Documents (must be submitted for initial review)

- ☐ **UPD REB FORM 2(A) 2024** Review Checklist
- ☐ Study Protocol
- ☐ Data collection forms
- ☐ Diagrammatic workflow
- ☐ CV of PI and study team members
- ☐ Training Certificates on research ethics of PI, Co-Investigator/s, and the rest of the study team members obtained within the last three (3) years

UPD REB Forms (as applicable, depending on the type of submission)

- **Initial Review:**
  - ☐ **UPD REB FORM 2(B) 2024: Registration and Application**
  - ☐ **UPD REB FORM 2(C) 2024: Study Protocol Assessment**
  - ☐ **UPD REB FORM 2(D) 2024: Informed Consent Assessment** (*for studies with human participants*)

- ☐ **UPD REB FORM 2(F) 2024: Review of Resubmitted Study Protocol**
- ☐ **UPD REB FORM 2(K) 2024: Changes or Revisions in Protocols Classified as Exempted**
- ☐ **UPD REB FORM 2(L) 2024: Appeals for Reconsideration**

- **Post-Approval Review:**
  - ☐ **UPD REB FORM 3(A) 2024: Continuing Review Application**
  - ☐ **UPD REB FORM 3(B) 2024: Study Protocol Amendment**
  - ☐ **UPD REB FORM 3(C) 2024: Noncompliance (Deviation or Violation) Report**
  - ☐ **UPD REB FORM 3(D) 2024: Early Study Termination Report**
  - ☐ **UPD REB FORM 3(E) 2024: Final Report**
  - ☐ **UPD REB FORM 3(F) 2024: Reportable Negative Events (RNEs) Report**
  - ☐ **UPD REB FORM 3(G) 2024: Queries and Notifications**
  - ☐ **UPD REB FORM 3(H) 2024: Complaints**

Study-specific Documents (to be submitted as needed)

- ☐ Informed Consent form in English
- ☐ Informed Consent form in the local language
- ☐ Assent form in English *(for studies involving minors and relevant populations deemed incapable of accomplishing an Informed Consent Form)*
- ☐ Assent form in local language *(for studies involving minors and relevant populations deemed incapable of accomplishing an Informed Consent Form)*
- ☐ Recruitment advertisements
- ☐ Other information or documents for participants *(such as diaries, etc.)*
- ☐ Material Transfer Agreement or Terms of Reference *(for any research involving transfer of biological specimens)*
- ☐ Research Agreements
  - ☐ Memorandum of Agreement (MOA) or Understanding (MOU) *(for collaborative studies)*
  - ☐ Material Transfer Agreement (MTA) *(for studies involving transfer of materials between parties)*
  - ☐ Intellectual Property Agreement (IPA)
  - ☐ Investigational Device Exemption (IDE)
  - ☐ Data Sharing Agreement (DTA)
- ☐ Previous ethical review approvals/clearances *(for students/personnel of foreign universities researching in the Philippines with ethics clearance from country of origin or those with prior ethical review)*
- ☐ National Commission for Indigenous People (NCIP) Clearance *[for studies with Indigenous Peoples and Indigenous Cultural Communities (IPs/ICCs)]**
- ☐ Clearance or permit from respective regulatory authorities *(such as DENR local transport permit, NCCA exploration and export permit, etc.)**
- ☐ Clearance from the Institutional Animal Care and Use Committee (IACUC) and/or other regulating body *(for protocols involving live nonhuman vertebrates)**
- ☐ Clearance from the Institutional Biosafety Committee (IBC) and/or other regulatory body *(for protocols with concerns on biosafety and biosecurity)**

**Processing of these documents is highly encouraged before submission of Protocols for Ethics Review*