

	SAN PEDRO COLLEGE INSTITUTIONAL BIOSAFETY COMMITTEE (SPC-IBC)	Form No: 04
		Version No: 02
	CHECKLIST	Approval Date:
		Effective Date: July 7, 2021

(to be filled by the proponent)

CLASSIFICATION OF FORM/DOCUMENT

Universal - required by SPC-IBC regardless of study type

Case to Case Basis - dependent on the circumstances of the study

STAGE OF REVIEW	FORMS NEEDED	CLASSIFICATION
<i>Application for Certificate of Biosafety Approval</i>	Form 01 – Application for Initial Review	Universal
	Approved Research Proposal/Manuscript	Universal
<i>Revisions Based on Initial Review Results</i>	Form 04 – Matrix of Revision	Universal
	Revised Research Proposal/Manuscript	Universal
<i>Changes after receiving Certificate of Approval</i>	Form 06 – Protocol Amendment Form	Case to Case Basis
	Form 07 – Biosafety Incident Report Form	Case to Case Basis
<i>Application for Certificate of Completion</i>	Form 08 – Closure Report	Universal
	Approved Final Research Manuscript	Universal

Note:

1. All forms will be sent by SPC-REC to the proponent(s) of the study via email.
2. Proponent must fill up the relevant forms completely to ensure that their study will be reviewed.
3. SPC-REC will act as liaison between proponent and SPC-IBC, and will forward all communication materials from both parties, respectively.