****PALAWAN STATE UNIVERSITY**

**RESEARCH ETHICS REVIEW COMMITTEE**

Door 2, 1st Floor Student Innovation Park Building, PSU Main Campus

Tiniguiban Heights, Puerto Princesa City 5300 Palawan

*Email*: [psurecpal@gmail.com](mailto:psurecpal@gmail.com) / [psurercsubmissions@psu.palawan.edu.ph](mailto:psurercsubmissions@psu.palawan.edu.ph)

US DOHHS-OHRP Registration No.: IRB00014070

PHREB Accreditation No.: L1-2023-058-01

**APPLICATION FOR REVIEW CHECKLIST**

**STUDY PROTOCOL INFORMATION**

|  |  |
| --- | --- |
| **PSURERC Code:**  (*to be provided by the PSURERC Staff)* |  |
| **Study Protocol Title:** |  |
| **Principal Investigator/Lead Researcher:** |  |
| **Study Protocol Submission Date:**  *(to be accomplished by PSURERC Staff)* |  |

**BASIC DOCUMENTS** *(to be accomplished by the PSURERC Staff)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Y** | **N** | **NA** | **Documents/Forms** |
|  |  |  | **PSURERC Form 2.1A Application for Review** |
|  |  |  | **CV of Team Members, Adviser/Supervisor, and Consultant (if applicable)\*** |
|  |  |  | **PSURERC Form 4.1A Study Protocol Assessment Form\*** |
|  |  |  | **PSURERC Form 4.1B Informed Consent Assessment Form\*** |
|  |  |  | **PSURERC Form 2.1C Worksheet for Initial Protocol Assessment Form** |
|  |  |  | **Endorsement/Referral/Request Letter for Review or Exemption, if applying for exemption (from Funding Agency, Sponsor, Institution, Research Adviser/Supervisor); If applying for exemption, the letter should present the justifications for exemption.** |
|  |  |  | **Foreign Institutional Ethics Review Approval\*** |
|  |  |  | **Study Protocol (should have an Ethical Considerations section under the Methods section); electronic copy should have line numbers\*** |
|  |  |  | **Technical Review Approval (College Research Core Group, In-house Review Panel)** |
|  |  |  | **Research Agreements or Collaborative Study Terms of Reference (applicable to multi-institutional studies)\*** |
|  |  |  | **Work Financial Plan or Study Budget (for funded studies)** |
|  |  |  | **Similarity/Plagiarism Check Certificate (acceptable at 10%; should be justified if above 10%)** |
|  |  |  | **Informed Consent Form (Actual Consent Form for the Participants) electronic copy should have line numbers\*A** |
|  |  |  | English Version |
|  |  |  | Filipino/ Local Language |
|  |  |  | Others |
|  |  |  | **Assent Instruments/Form (for 7 to <15 y/o participant/s) and Parental/LAR Consent Form\*** |
|  |  |  | English Version |
|  |  |  | Filipino/ Local Language |
|  |  |  | Others |
|  |  |  | **Data Collection Instruments/Forms\*** |
|  |  |  | Questionnaire |
|  |  |  | Interview Guide/FGD Guide |
|  |  |  | Observation Checklist |
|  |  |  | Case Report Forms |
|  |  |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | **Dissemination Plan (if not included in the study protocol)\*** |
|  |  |  | **Proof of Good Clinical Practice Training (for clinical trials)** |
|  |  |  | **Proof of Payment of Ethics Review Fee** |
| **STUDY-SPECIFIC DOCUMENTS (SUBMIT AS NEEDED)** | | | |
|  |  |  | Other information or documents for participants (such as diaries, etc.) |
|  |  |  | Previous ethical review approvals/clearances (for students/personnel of foreign universities researching in the Philippines or those with prior ethical review) |
|  |  |  | National Commission for Indigenous Peoples (NCIP) Clearance (for studies with Indigenous populations; can be processed while PSURERC review is ongoing) |
|  |  |  | Clearance or permit from respective regulatory authorities (such as FDA approval for clinical trials and DENR local transport permit, as applicable) |

*\*Electronic copies should be submitted. Initial review will not commence without the required electronic copies. Submit*

*copies through email at:* [*psurercsubmissions@psu.palawan.edu.ph*](mailto:psurercsubmissions@psu.palawan.edu.ph)

*A Should have a statement that the PSURERC has approved the study (as the content is considered to be the actual ICF content), and may be reached through the following address and contact for information: Palawan State University Research Ethics Review Committee*

*Door 2, Ground Floor, Student Innovation Park Building, PSU Main Campus, Tiniguiban Heights, Puerto Princesa City*

*Email: psurercsubmissions@psu.palawan.edu.ph)*