**Checklist for Technical Review of the Protocol Document**

**Instruction to Research Coordinator:** *Accomplish the reference section and together with the copy of the research proposal, send the checklist to the assigned panelists at least three working days before the scheduled defense.*

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| **I. REFERENCE SECTION** (*To be filled by Research Coordinator*) | |
| **1. Date of submission:** | ${Date} |
| **2. School:** | SEAIT |
| **3. Date of Panel Defense:** |  |
| **4. Venue of Panel Defense:** |  |
| **5. Title of Study**  ${Title} | |
| **6. Name/s of Researcher/s**  ${Students} | |

**Instruction to Panelist:** *Accomplish ALL the items below including the comment sections. If Unable to Assess, provide a brief explanatory statement. Do not ask questions in your comments. Your comments are your findings, which are reflected in declarative sentences. Forward accomplished checklist to the Research Coordinator at least one day before the scheduled defense.*

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| **II. PANELIST INFORMATION** (*To be filled by the Panelist*) | |
| **1.** Name of Panelist: | ${Panel1} |
| **2.** Date Received: |  |
| **3.** Contact Details: |  |
| **III. REVIEW CHECKLIST** (*To be filled by the Panelist*) | |
| **1.** Is the study background adequate?  ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Assess the rationale/Introduction if it is sufficient to establish the research problems.)* | |
| **2.** Is there a statement on the significance of the study?  ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Indicate the page/s where this can be found and assess the adequacy of the statement.)* | |
| **3.** Are the research questions/objectives Specific, Measurable, Attainable, Realistic and Time-bound?  ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Assess the phrasing of the research questions/objectives if SMART.)* | |
| **4.** Are the research questions supported by literature review?  ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Indicate the cited literature/s that support each problem/objective statement.)* | |
| **5.** Is the research design appropriate?  ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Identify the proposed design and determine if it is coherent with the proposed research problems/objectives.)* | |
| * **6.** Is the study population identified and defined?   ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Ascertain that the study population is correctly identified and adequately described.)* | |
| * **7.** Is the selection of study participants described?   ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Ascertain if there is a procedure in recruitment/enrollment of research participants.)* | |
| * **8.** Is the sample size justified?   ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Ascertain if the proposed sample size is acceptable and the procedure for computation of sample size is correct.)* | |
| * **9.** Is there a corresponding procedure for each problem/objective statement?   ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Ascertain that the data gathering procedure are correct and complete, all the problem/objective statements are addressed.)* | |
| * **10.** Is the plan for data analysis described?   ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Ascertain that statistical tool to be used for treatment of data are correctly identified, as well as method of analysis for non-statistical data are properly described.)* | |
| * **11.** Are all the cited literatures listed in the references?   ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(List down cited literatures that are not listed in the reference.)* | |
| * **12.** Are all listed references cited in chapter 1 and chapter 2?   ☐ Unable to Assess ☐ Yes ☐ No  Comment: *(Identify the listed references that are not cited in the proposal manuscript.)* | |
| **13.** Other Findings  *(List down other findings on the technical aspects and scientific merit of the proposal manuscript. Attach extra page if needed.)* | |
| **14.** Prepared questions for the Panel Defense.  *(List down questions to be asked to the researchers during their proposal defense. Attach extra page if needed.* | |
| **15.** Overall assessment of the research proposal.  *(Specify recommendations for the research proposal moving forward.)* | |

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|  |  | **${Date}** |
| Signature of Panelist |  | Date |