



Proposal Review Form

REC Form 1

BASIC INFORMATION

Reference Number: ¹	
REC Code: ²	
Research Proposal Title:	
Researcher's Name and Designation/Affiliation:	
Research Team Members: (If Team Research)	

INSTRUCTIONS:

To the Researcher/Research Team:

Please indicate in the space provided below whether or not the given criteria are addressed by your research proposal. To facilitate the evaluation of the criteria, indicate the page and paragraph where this information can be found in your proposal.

To the Reviewer:

Please review how the criteria outlined below have been appropriately addressed by the research proposal, as applicable, by placing your rating in the space provided and putting your comments if found appropriate. Finalize your review by indicating your conclusion under "RECOMMENDED ACTION" and signing in space provided for the panel reviewers.

¹ To be issued upon submission of this form

² To be issued upon release of review results

CRITERIA FOR REVIEW	To be filled out by the Researcher /Lead Researcher			To be filled out by the Reviewer	
	Indicate if the research proposal contains the specified criteria		Page and paragraph where it is found in the proposal	REVIEWER'S RATING (for "YES" answers) 3 = Adequately addressed in the proposal 2 = Needs minor modification 1 = Needs major modification	
	YES	N/A		Rating	Comments
1. NATURE OF THE STUDY					
1.1 A plan to address ethical issues in case the topic of the study involves sensitive issue/s (e.g. partner violence, drug addiction, abortion etc).					
1.2 The research objectives are posed in a manner that will ensure safety and protection of the participants and researchers.					
1.3 A plan to provide complete information to the research participants regarding the nature of the study (avoidance of deception especially in experimental research studies)					
2. CONDUCT OF THE STUDY					
2.1 The researcher(s) qualifications show capability to manage the research related to risk(s) it may entail.					
2.2 Given are the criteria or sampling technique required in the selection of the participants including information on the inclusion and exclusion criteria.					
2.3 The suitability of research site/locale and the safety and protection of the participants and researchers are assured.					
2.4 Given is the duration of the study or the extent of participation in the study (e.g. number of hours for an interview or observation)					
2.5 Given are the descriptions of the data collection tool/s.					
2.6 The draft of the data collection tool/s is/are attached.					
3. ETHICAL CONSIDERATIONS					
3.1 Conflict of interest is avoided (i.e. research objectivity or independence is not compromised in return for financial or non-financial benefit of the researcher or his/her relative or friend).					

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	YES	N/A		Rating	Comments
3.2 Protection of privacy and confidentiality of participants' information as indicated in data collection tools and procedure including data protection plans are guaranteed.					
3.3 Informed consent process is observed. (i.e. application of the principle of respect, who may solicit consent, how and when it will be done, who may give consent especially in case of special population like minors, or indigenous people which require additional clearances.)					
3.4 The Informed Consent Form is attached to the proposal.					
3.5 Involvement of vulnerable population like children, the elderly, ethnic and racial minority groups, the homeless, prisoners, people with incurable diseases and the like is protected. If applicable, a plan to address ethical issue/s with the vulnerable population is shown.					
3.6 Procedure in the recruitment of study participants is defined.					
3.7 Obtaining assent of children (for research having children as study participants). If applicable, the procedure for obtaining assent is presented.					
3.8 There is an information on the level of risk and measures to mitigate these risks (including physical, psychological, social, economic), including plans for adverse event management.					
3.9 There is an formation about potential direct benefit to participants; the potential to yield generalizable knowledge about the participants' condition/problem; non-material compensation to participant; direct benefit from the project					

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	YES	N/A		Rating	Comments
which will be received by the participants.					
3.10 Incentives or compensation – the amount and method of compensations, financial incentives, or reimbursement of study-related expenses for the participants.					
3.11 There is an information about the impact of the research on the community where the research occurs and/or to whom findings can be linked; including issues like stigma or sensitivity to cultural traditions, and involvement of the community in decisions about the conduct of study.					
TOTAL SCORE:					

RECOMMENDED ACTION

- APPROVED FOR THE ISSUANCE OF NOTICE TO PROCEED
- FOR REVISION/S (Please specify the parts of the proposal)

- FOR FULL BOARD DELIBERATION ON: _____

REVIEWER

Name and signature

Designation in the REC

Date: _____