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| **BASIC INFORMATION** |
| Research Proposal Title: |  |
| Researcher’s Name / Project Leader and Designation/Affiliation: |  |
| Research Team Members: (If Team Research) |  |

**INSTRUCTIONS:**

***To the Researcher/Research Team:***

This checklist ensures that the research conducted by the student/faculty member of the Philippine Normal University is carried out according to the guiding principles outlined in the Code of Research Ethics and Guidelines for Review (Approved by the BOR on June 11, 2015). Please refer to the ***Guide for the Researchers*** before completing this checklist.

***Please answer all questions by ticking the appropriate column.***

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| **Section 1: RESEARCH INVOLVING DOCUMENTS AND ARCHIVAL DATA** |
| **NATURE OF THE STUDY** | **YES** | **NO** |
| 1. Does your research involve purely an examination or a review of existing public policies?
 |  |  |
| 1. Does your research involve recount of events as part of history (e.g. historical research)
 |  |  |
| 1. Does your research solely deal with secondary use of data or extant data which will not lead to identifiable information?
 |  |  |
| 1. Are your research data based on publicly available information, documents, records, works, performances, or archival materials?
 |  |  |
| 1. Does your research focus only on literary review or artistic criticism?
 |  |  |
| **If your research falls under any of the above categories (a YES answer to any of the items), your research is exempted from REC review process since no ethical issue is involved. If no, then proceed to the next section.****I certify to the best of my knowledge that my research proposal involves one of the abovementioned categories and no ethical issue that needs to be addressed.****Certified by:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Signature over Printed Name Date Researcher/Project leader |
| **Section 2: RESEARCH INVOLVING HUMAN PARTICIPANTS** |
| **NATURE OF THE STUDY** | **YES** | **NO** |
| 1. Does your research require the collection of data from human participants?
 |  |  |
| 1. Does your research deal with sensitive topics (e.g. partner violence, sexual activity, drug use)?
 |  |  |
| 1. Does your research include vulnerable population (e.g. elderly people, people in poverty, people in prison, children, people with physical and mental impairments, indigenous people or people under certain socio-political environment, sexual orientation, etc.)?
 |  |  |
| 1. Does the conduct of the research pose potential, perceived or actual risks (e.g. discomfort, inconveniences, physical harm, and emotional turmoil) to the participants?
 |  |  |
| 1. Does the conduct of the research involve the collection of biological materials that can be traced to specific individuals?
 |  |  |
| **To the Researcher/Research Team:**If you answered YES to any of the above questions, you are required to complete the REC Form 2 or the Proposal Review Form. A YES answer does not mean disapproval of your research proposal. By providing you with a detailed checklist, we ensure that the ethical concerns are identified so they can be addressed in accordance to the PNU Code of Research Ethics.Please be guided accordingly.Thank you.The PNU Research Ethics Committee  |

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| **Verification**:Exempted from Review [ ]Delegated Review [ ]Full Board Review [ ]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name Date Secretary, REC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name Date REC Chair / Vice Chair/Regular Member |