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| **BASIC INFORMATION** |
| Reference Number:[[1]](#footnote-1) |  |
| REC Code:[[2]](#footnote-2) |  |
| Research Proposal Title: |  |
| Researcher’s Name / Project Leader and Designation/Affiliation: |  |
| Research Team Members: (If Team Research) |  |

**INSTRUCTIONS:**

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| ***To the Researcher/Research Team:***Please indicate in the column whether or not each of the given criteria is applicable to your study. If applicable, please provide the page and paragraph where each of the criteria was addressed by your study. |
| ***To the Reviewer:***Please review how the set of criteria has been appropriately addressed by the research proposal 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 reviewers.  |

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| **CRITERIA FOR REVIEW** | **To be filled out by the Researcher /Lead Researcher** | **To be filled out by the Reviewer** |
| **Not Applicable**(NA)No particular ethical issue to be addressed | **Applicable**(A)Page and paragraph where it is found in the proposal | **REVIEWER’S RATING** **3 = (NA) No particular ethical issue to address** **2 = (A) Adequately addressed in the proposal****1 = (A) Needs revisions so as to address the ethical concern** |
| **Rating** | **Comments and Suggestions** |
| **1. NATURE OF THE STUDY** |  |  |  |  |
| 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. The research objectives are posed in a manner that will ensure safety and protection of the participants, the research locale and the researchers.
 |  |  |  |  |
| 1. A plan to provide complete information to the research participants regarding the nature of the study (avoidance of deception especially in experimental research studies which needs a debriefing plan).
 |  |  |  |  |
| **2. CONDUCT OF THE STUDY** |  |  |  |  |
| 1. Given are the criteria or sampling technique required in the selection of the participants including information on the inclusion and exclusion criteria.
 |  |  |  |  |
| 1. The suitability of research site/locale and the safety and protection of the participants and researchers are assured.
 |  |  |  |  |
| 1. 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)
 |  |  |  |  |
| 1. The data collection tool/s is/are free from biases (e.g. gender, class, ethnic, cultural).
 |  |  |  |  |
| **CRITERIA FOR REVIEW** | **To be filled out by the Researcher /Lead Researcher** | **To be filled out by the Reviewer** |
| **Not Applicable**(NA)No particular ethical issue to be addressed  | **Applicable** (A)Page and paragraph where it is found in the proposal | **REVIEWER’S RATING** **3 = (NA) No particular ethical issue to address** **2 = (A) Adequately addressed in the proposal****1 = (A) Needs revisions so as to address the ethical concern** |
| **Rating** | **Comments and Suggestions** |
| **3. ETHICAL CONSIDERATIONS** |  |  |  |  |
| 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; participants are students of the researcher at the same time).
 |  |  |  |  |
| 1. In case of collaborative research projects or externally funded research, a written agreement (e.g. MOA) is executed to govern the management of the conduct of the project.
 |  |  |  |  |
| 1. Protection of privacy and confidentiality of participants' information as indicated in data collection procedure including data protection plans (e.g. data storage) are guaranteed.
 |  |  |  |  |
| 1. 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).
 |  |  |  |  |
| 1. The contents of the Informed Consent Form (as attached to the proposal) are consistent with the objectives of the study.
 |  |  |  |  |
| **CRITERIA FOR REVIEW** | **To be filled out by the Researcher /Lead Researcher** | **To be filled out by the Reviewer** |
| **Not Applicable**(NA)No particular ethical issue to be addressed  | **Applicable** (A)Page and paragraph where it is found in the proposal | **REVIEWER’S RATING** **3 = (NA) No particular ethical issue to address** **2 = (A) Adequately addressed in the proposal****1 = (A) Needs revisions so as to address the ethical concern** |
| **Rating** | **Comments and Suggestions** |
| 1. 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.
 |  |  |  |  |
| 1. Obtainingassent of children (for research having children as study participants). If applicable, the procedure for obtaining assent is presented.
 |  |  |  |  |
| 1. The mechanism for sharing the results of the study to the participants and to the community where the research was conducted.
 |  |  |  |  |
| 1. Incentives or compensation – the amount and method of compensations, financial incentives, or reimbursement of study-related expenses for the participants.
 |  |  |  |  |
| 1. Information about the impact of the research on the community where the research occurs and/or to whom findings can be linked is presented. This may include 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*** WITHOUT REVISION IN THE PROPOSAL
* FOR REVISION/S (Please see the details in the “Comments and Suggestions” column)

AND TO SUBMIT THE REVISED PROPOSAL TO THE **REC** **SECRETARIAT** WITHIN SEVEN (7) WORKING DAYS* FOR INTERVIEW BY THE **REC**

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| **REVIEWER**  |
|  Signature over Printed Name Date: | Designation in the REC |

1. To be issued upon submission of this form [↑](#footnote-ref-1)
2. To be issued upon release of review results [↑](#footnote-ref-2)