**Technical Review Assessment Form**

**Qualitative/ Quantitative Studies**

RIDO-FORM-01(6.2)

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| **STUDY PROTOCOL INFORMATION** | |
| **RIDO Registration Code:** | Click or tap here to enter text. |
| **RGAO Registration Code:** | Click or tap here to enter text. |
| **Study Title:** | Click or tap here to enter text. |
| **Principal Investigator:** | <Surname, First Name, Middle Initial> |
| **Study Members** | <Surname, First Name, Middle Initial>  <Surname, First Name, Middle Initial>  <Surname, First Name, Middle Initial>  <Surname, First Name, Middle Initial>  <Surname, First Name, Middle Initial>  <Surname, First Name, Middle Initial>  <Surname, First Name, Middle Initial> |
| **Study Protocol Submission Date:** | <dd/mm/yyyy> |

**INSTRUCTIONS**

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| To the Principal Investigator: | Please indicate in the space provided in Column 3 (under “Page(s) and Paragraph(s) No.”) whether the specified assessment point is addressed by your study protocol. To facilitate the evaluation of the assessment point, indicate the page(s) and paragraph(s) where this information can be found. If the assessment point is **not addressed,** indicate **“No’”**. If the assessment point is **not applicable**, please indicate “**N/A”*.*** |
| To the Primary Reviewer: | Please evaluate how the assessment points outlined below have been appropriately addressed by the study protocol, as applicable, by confirming the submitted information and putting your comments in the space provided under “REVIEWER COMMENTS” and put your recommendations under the “REVIEWER RECOMMENDATIONS” column. Finalize your review by indicating your conclusions under “RECOMMENDED ACTION” and signing in the space provided for the primary reviewer. If the assessment point is **not addressed,** indicate **“No’”**. If the assessment point is **not applicable**, please indicate “**N/A”*.***  To ensure good practice in reporting their work, please refer to standard reporting guidelines depending on the study design. (Example: CONSORT for clinical trials; STROBE for observational studies)  For more information, you may refer to this website: <https://www.equator-network.org> |

**Technical Evaluation of Research Proposals**

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| **ASSESSMENT POINTS** | **REVIEWER and PI**  **Guidance** | **PAGE(S) AND PARAGRAPH(S) (To be filled out by the PI)** | **Yes/ No/ NA** | **REVIEWER**  **COMMENTS** | **REVIEWER RECOMMEN-DATIONS** |
| **Title** | Should contain the study design, population, exposures, comparator (if applicable), and outcome (PECO) | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Authors / Affiliation** | Review of CV and relevant certifications to ascertain capability to conduct the study and manage study related risks | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Summary or Abstract** | Contains key issue or context, objectives, and proposed study design and methodology | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Introduction** | Should contain the research problem, what has been done, and what still needs to be done, and what gaps the research plans to address | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Significance** | **Importance**: Is the research topic necessary/ relevant? Is it an urgent issue? What is the magnitude of the problem?  **Relevance**: How will the study contribute to the discipline? To policy and program actions? To other forms of intervention | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Review of Literature**   * Rationale * Context * Biases and Limitations | The literature review is relevant to the research problem, comprehensive, critically appraised, and synthesized.  Should state the gaps that will justify the proposed study. ROL should include local studies (when relevant) | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Conceptual Framework** | Framework outlines key paradigms relevant to the study. Should contain the PECO. | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Objectives**   * SMART | Are the objectives clearly stated?  Should be Specific, Measurable, Achievable, Relevant and Time-bound | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Methodology** |  |  | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Study Design** | Review of appropriateness of the design to the objectives of the study | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Sample size** | Review of justification/ assumptions of the sample size | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Operational Definition of Variables** | Key exposure and outcome variables are defined and used consistently in the proposal | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Patients/ Participants/ Respondents**   * Inclusion Criteria * Exclusion Criteria * Withdrawal Criteria * Duration of participant involvement | Review of criteria both for scientific merit and safety concerns; and of equitable selection  Review of criteria for withdrawal in the context of addressing the best interests of participants.  Review of length/extent of human participant involvement in the study | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Study Setting** | Study setting is appropriate to the focus of the study | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Sampling/ Recruitment Design and Procedure** | Sampling Design: Review of the appropriateness of sampling methods to ensure representativeness.  Is the sampling design clearly stated and appropriate? | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Data Collection Data Management Data Analysis Plan**  **Data collection forms, dummy table, and graphs** | Review of appropriateness of data collection methods, including description of personal data to be collected.  Data Analysis: Review of appropriateness of statistical methods to be used and how data will be summarized  (Note: There should be a description of the analysis per specific objective)  Are the data collection and analysis plans linked to the research problem?  Review appropriateness of data collection forms, dummy tables and graphs | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Ethical considerations** |  | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Privacy, Confidentiality, and Protection of Participants** | Review of measures or guarantees to protect privacy and confidentiality of participant information and in compliance with the Data Privacy Act of 2012.  Review of transparency, legitimate purpose and proportionality as indicated by data collection methods including data protection plans.  Review of the appropriateness of processing personal data, storage of data, access, disposal, and terms of use | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Informed Consent**   * IC Procedure * IC Form * Withdrawal of IC | Review of the application of the principle of respect for persons, who may solicit consent, how and when it will be done; who may give consent, especially in case of special populations (e.g. minors, those who are not legally competent to give consent, indigenous people) | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Assessment of Risks and Benefits**  **Transparency and Conflict of Interest** | Risk: Review of the level of risk and measures to mitigate these risks  Benefits: Review of potential direct benefit to participants and the potential to yield generalizable knowledge about the participants’ condition/problem;  Transparency: Review declaration of conflicts of interest of the PI. | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Dissemination/ data sharing plan** | Plan to share results which may have implications on the well-being of the participants and the community and in relation to achieving social value is appropriate and clearly described | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Budget** | Costing of activities and interventions are aligned to the overall objectives of the project. | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |
| **References** | Use of proper citation style | Page  Par | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. |

**Overall Assessment**

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| **Technical Features of the proposal** | **Description of Assessment Point** | **REVIEWER COMMENTS** | **REVIEWER RECOMMEDATIONS** |
| **Impact and Social and/ or Scientific Value** | * Aligns to national and institutional research priorities/agenda * Targets key population * Review of the relevance of the study to an existing social or health problem such that the results are expected to bring about a better understanding of related issues, or contribute to the promotion of the well-being of individuals, their families, and communities | Click or tap here to enter text. | Click or tap here to enter text. |
| **Methodologic Rigor/ Quality** | * Study design, overall procedures, data management and analysis plan are appropriate and clearly described | Click or tap here to enter text. | Click or tap here to enter text. |
| **Feasibility** | * Costing covers the activities, manpower, and equipment needed to complete the objectives * Research proposal is doable using existing resources and expertise within the proposed timeline | Click or tap here to enter text. | Click or tap here to enter text. |
| **Internal Consistency** | * Aligned elements in the introduction, research problem, purpose, significance, literature review, and methods that should be all meaningfully related to each other. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Organization/ Coherence** | * Ideas are arranged from general to specific. * Terms are properly used according to operational definitions | Click or tap here to enter text. | Click or tap here to enter text. |
| **Originality** | * Checked by Anti-plagiarism software (e.g. Turnitin) * Identify problems or gaps in existing analysis or policies * Identify, compare, or test solutions that are novel to the field | Click or tap here to enter text. | Click or tap here to enter text. |

**TRB Member Decision**

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| --- | --- | --- | --- | --- | --- |
| **RECOMMENDED ACTION:**  Approved | | | | Major Modification | |
| Minor Modifications | | | | Disapproved | |
| **SUMMARY OF RECOMMENDATIONS**:  1.  2.  3.  4.  5. | | | | | |
| **PRIMARY REVIEWER** |  | Signature |  | | ☐ I declare no financial interest (cash or kind), paid consultancy or shareholding (current or otherwise), in any of the stakeholders involved in this protocol. |
| Date: <dd/mm/yyyy> |  | Name | <Surname, First Name, Middle Initial> | |
| **Endorsed By:** | | | | **Endorsed By:** | |
| **Signature over Printed Name of Department Chair Department of** Choose an item. **Date:** <dd/mm/yyyy> | | | | **Signature over Printed Name of RIDO Chief Date:** <dd/mm/yyyy> | |