



**UNIVERSITY OF THE PHILIPPINES MANILA  
COLLEGE OF MEDICINE**

**RESEARCH IMPLEMENTATION AND DEVELOPMENT OFFICE**

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**OBJECTIVE:**

- This provides guidelines for Principal Investigators (PI) whose research will request for University of the Philippines College of Medicine (UPCM) faculty, students, and staff (collectively called as UPCM constituents) as research participants.

**PROCESS FLOW OF INCLUDING UPCM CONSTITUENTS AS RESEARCH PARTICIPANTS**

Flowchart	Office/Department	Process
<pre> graph TD     A[I. Initial checking of submitted documents] --&gt; B{PI from UPM?}     B --&gt; C((A))     B --&gt; D{PHREB-accredited Level 3 ERC?}     D --&gt; E((B))     D --&gt; F[II. Final checking of submitted documents]     F --&gt; G[III. Preparation of Endorsement Letter]     G --&gt; H[IV. Post-approval coordination with concerned office]     H --&gt; I[V. Submission of Final Report]           </pre>	Research Implementation and Development Office	I. Initial checking of submitted documents 1. PI submit required documents to <a href="mailto:upm-rido@up.edu.ph">upm-rido@up.edu.ph</a> : <ul style="list-style-type: none"> <li>• Letter of request to allow UPCM constituents as research participants addressed to UPCM Dean</li> <li>• Approved version of the research protocol</li> <li>• Informed Consent Form</li> <li>• Data Collection Form</li> <li>• Copy of PHREB-accredited Level 3 ERC approval letter</li> <li>• RGAO Registration Certificate (if UP Manila PI)</li> <li>• Curriculum Vitae of PI               <ul style="list-style-type: none"> <li>• CV of Adviser (if non-UP Manila PI is a student)</li> </ul> </li> <li>• Copy of ORI Attestation Form (<a href="#">Office of Research Integrity</a>)</li> </ul>
	Research Implementation and Development Office & UPCM Department/Unit	2. RIDO can assist the non-UP Manila PI to look for UP Manila Co-I taking into consideration the chosen study site and/or participant
	UP Manila Review Ethics Board	<b>B. If submitted PHREB-accredited ERC Approval is not Level 3:</b> 3. Seek ethics approval from UPMREB
	Research Implementation and Development Office	II. Final checking of submitted documents 1. Check completeness of the requirements
	Research Implementation and Development Office	III. Preparation of Endorsement Letter 1. Endorses final approval to include UPCM constituents as research participants
UPCM Office	IV. Post-approval coordination with concerned office 1. The endorsement letter together with the supporting documents will be forwarded with concerned office for further action	
Research Implementation and Development Office	V. Submission of Final Report 1. Upon completion of the study, the PI should submit a copy of the final report to RIDO.	