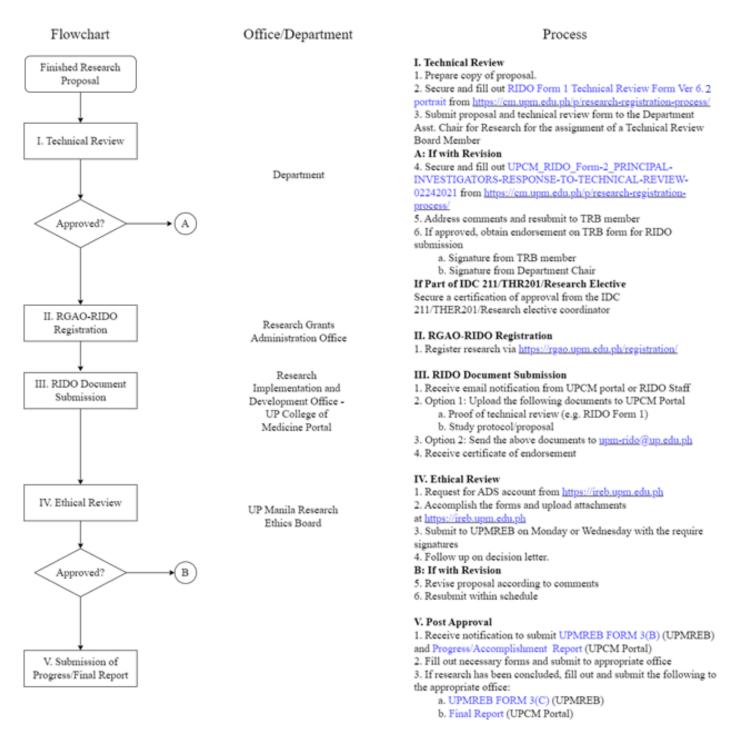
UNIVERSITY OF THE PHILIPPINES MANILA COLLEGE OF MEDICINE

RESEARCH IMPLEMENTATION AND DEVELOPMENT

OFFICE

2nd Floor Paz Mendoza Building, Pedro Gil Street Ermita Manila upm-rido@up.edu.ph / +63 929 752 5048

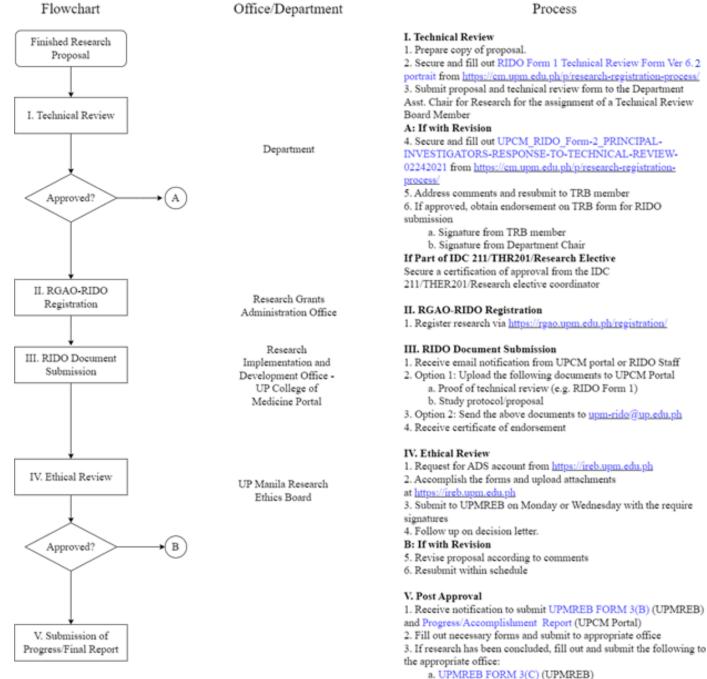
UPCM PROCESS FOR TECHNICAL & ETHICAL APPROVAL OF RESEARCH PROPOSALS (FACULTY)



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	RESEARCH IMPLEMENTATION AND DEVELOPMENT	P & CO
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08	2nd Floor Paz Mendoza Building, Pedro Gil Street Ermita Manila	

upm-rido@up.edu.ph / +63 929 752 5048

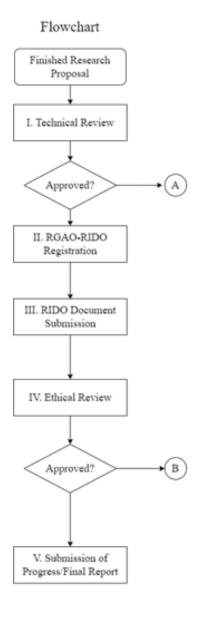
UPCM PROCESS FOR TECHNICAL & ETHICAL APPROVAL OF RESEARCH PROPOSALS (MEDICAL STUDENTS)



b. Final Report (UPCM Portal)

UNIVERSITY OF THE PHILIPPINES MANILA COLLEGE OF MEDICINE RESEARCH IMPLEMENTATION AND DEVELOPMENT OFFICE 2nd Floor Paz Mendoza Building, Pedro Gil Street Ermita Manila upm-rido@up.edu.ph / +63 929 752 5048	
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UPCM PROCESS FOR TECHNICAL & ETHICAL APPROVAL OF RESEARCH PROPOSALS (GRAUDATE & DUAL DEGREE STUDENTS)



Office/Department

Course Faculty /

Program Coordinator

Research Grants

Administration Office

Research

Implementation and

Development Office -

UP College of

Medicine Portal

UP Manila Research

Ethics Board

UP Manila Research

Ethics

Board/Research

Implementation and

Development Office

- UP College of

Medicine Portal

Process

I. Technical Review

- 1. Prepare copy of proposal.
- 2. Secure and fill out NGOHS Approval Form for Proposed Research
- 3. Submit proposal and NGOHS form to thesis/dissertation/special

project panel

A: If with Revision

4. Address comments and resubmit to panel

5. If approved, obtain endorsement on TRB form for RIDO submission

- a. Signature from TRB member
 - b. Signature from Department Chair

II. RGAO-RIDO Registration

1. Register research via https://rgao.upm.edu.ph/registration/

III. RIDO Document Submission

1. Receive email notification from UPCM portal or RIDO Staff

- Option 1: Upload the following documents to UPCM Portal a. Proof of technical review (e.g. RIDO Form 1) b. Study protocol/proposal
- 3. Option 2: Send the above documents to upm-rido@up.edu.ph
- 4. Receive certificate of endorsement

IV. Ethical Review

- 1. Request for ADS account from https://ireb.upm.edu.ph
- 2. Accomplish the forms and upload attachments
- at https://ireb.upm.edu.ph

Submit to UPMREB on Monday or Wednesday with the require signatures

4. Follow up on decision letter.

B: If with Revision

- 5. Revise proposal according to comments
- 6. Resubmit within schedule

V. Post Approval

1. Receive notification to submit UPMREB FORM 3(B) (UPMREB) and Progress/Accomplishment Report (UPCM Portal)

2. Fill out necessary forms and submit to appropriate office

3. If research has been concluded, fill out and submit the following to the appropriate office:

- a. UPMREB FORM 3(C) (UPMREB)
- b. Final Report (UPCM Portal)