**UPCM PROCESS FOR TECHNICAL & ETHICAL APPROVAL OF RESEARCH PROPOSALS**

**(FACULTY)**

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| **Flowchart** | |  | **Person Responsible** |  | **Process** |
| Finished Research Proposal  Approved?  I. Technical Review | |  | Researcher  A **A: If with Revision**   1. Secure /download and fill out UPCM\_RIDO\_FORM-2\_ PRINCIPALS-INVESTIGATORS-RESPONSE-TO-TECHNICAL-REVIEW-2018.doc from [www.upcm.ph/rido](http://www.upcm.ph/rido).   Address comments by revising proposal and resubmit to TRB member.  Department |  | **I. Technical Review**   1. Prepare copy of proposal. 2. Secure/download and fill out UPCM\_RIDO\_FORM 1\_TECHNICAL REVIEW FORM 02242021.from [www.cm.up.edu.ph/p/rido](http://www.cm.up.edu.ph/p/rido) 3. Submit proposal and technical review form to department’s Asst. Chair for Research to assign Technical Review Board Member.   **A: If with Revision**   1. Secure /download and fill out UPCM\_RIDO\_FORM-2\_PRINCIPAL-INVESTIGATORS-RESPONSE-TO-TECHNICAL-REVIEW-02242021 from [www.cm.up.edu.ph/p/rido](http://www.cm.up.edu.ph/p/rido) 2. Address comments and resubmit to TRB member. 3. If approved, obtain endorsement on TRB form for RIDO submission.    1. Signature from TRB member.    2. Signature from department chair.   **Acceptable Alternative** |
|  |  |  |  | * Proof of technical review from external source (Funder or collaborating/ implementing agency) |
| II. RGAO Registration |  | Research Grants Administration Office |  | **II. RGAO Registration**   1. Register research with [www.rgao.upm.ph/registration](http://www.rgao.upm.ph/registration). |
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| III. RIDO Registration |  | Research Implementation and Development Office |  | **III. RIDO Registration**   1. Log into cm.upm.edu.ph with UP mail 2. Fill out registration form on “My Research Tab”   **If online registry is inaccessible**   1. Secure and fill out UPCM-RIDO-Research-Registration-Form-02242021 from [www.cm.up.edu.ph/p/rido](http://www.cm.up.edu.ph/p/rido) 2. Submit the registration form, technical review form, and proposal to RIDO (Rm 203 Paz Mendoza Hall). |
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| Approved?  IV. Ethical Review | B | UP Manila Research Ethics Board |  | **IV. Ethical Review**   1. Request for ADS account from [https://ireb.upm.edu.ph](https://ireb.upm.edu.ph/login). 2. Accomplish the online forms at [https://ireb.upm.edu.ph](https://ireb.upm.edu.ph/). 3. Upload PDF attachments. 4. Submit to UPMREB on Monday or Wednesday with necessary signatures 5. Follow up on decision letter.   **B: If with Revision**   1. Revise proposal according to comments. 2. Resubmit within schedule. |
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| Start Data Collection | |  | Researcher |  | **V. Post Approval**   1. Accomplish and submit Progress Report Form from [www.upcm.ph/rido](http://www.upcm.ph/rido) every October. 2. Accomplish and submit Final Report Form from [www.upcm.ph/rido](http://www.upcm.ph/rido) and [www.reb.upm.edu.ph/sops-and-forms](http://www.reb.upm.edu.ph/sops-and-forms). |

**UPCM PROCESS FOR TECHNICAL & ETHICAL APPROVAL OF RESEARCH PROPOSALS**

**(MEDICAL STUDENTS)**

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| **Flowchart** | |  | **Person Responsible** |  | **Process** |
| Finished Research Proposal | |  | Researcher |  | **I. Technical Review**   1. Prepare copy of proposal. 2. Secure/download and fill out UPCM\_RIDO\_FORM 1\_TECHNICAL REVIEW FORM 02242021 from [www.cm.up.edu.ph/p/rido](http://www.cm.up.edu.ph/p/rido) 3. Submit proposal and technical review form to your adviser. |
| Approved?  I. Technical Review | | A | Department |  | **A: If with Revision**   1. Secure /download and fill out UPCM\_RIDO\_FORM-2\_PRINCIPAL-INVESTIGATORS-RESPONSE-TO-TECHNICAL-REVIEW-02242021 from [www.cm.up.edu.ph/p/rido](http://www.cm.up.edu.ph/p/rido) 2. Address comments and resubmit to adviser. 3. If approved, obtain endorsement on TRB form for RIDO submission.    1. Signature from adviser.    2. Signature from department chair.   **If Part of IDC 211**   * Secure a certification of approval from the IDC 211 coordinator in place fo the Technical Review Form. |
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| II. RGAO Registration |  | Research Grants Administration Office |  | **II. RGAO Registration**   1. Register research with [www.rgao.upm.ph/registration](http://www.rgao.upm.ph/registration). |
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| III. RIDO Registration |  | Research Implementation and Development Office |  | **III. RIDO Registration**   1. Log into cm.upm.edu.ph with UP mail 2. Fill out registration form on “My Research Tab”   **If online registry is inaccessible**   1. Secure and fill out UPCM-RIDO-Research-Registration-Form-02242021 from [www.cm.up.edu.ph/p/rido](http://www.cm.up.edu.ph/p/rido) 2. Submit the registration form, technical review form, and proposal to RIDO (Rm 203 Paz Mendoza Hall). |
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| Approved?  IV. Ethical Review | B | UP Manila Research Ethics Board |  | **IV. Ethical Review**   1. Request for ADS account from [https://ireb.upm.edu.ph](https://ireb.upm.edu.ph/login). 2. Accomplish the online forms at [https://ireb.upm.edu.ph](https://ireb.upm.edu.ph/). 3. Upload PDF attachments. 4. Submit to UPMREB on Monday or Wednesday with necessary signatures 5. Follow up on decision letter.   **B: If with Revision**   1. Revise proposal according to comments. 2. Resubmit within schedule. |
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| Start Data Collection | |  | Researcher |  | **V. Post Approval**   1. Accomplish and submit Progress Report Form from [www.upcm.ph/rido](http://www.upcm.ph/rido) every October. 2. Accomplish and submit Final Report Form from [www.upcm.ph/rido](http://www.upcm.ph/rido) and [www.reb.upm.edu.ph/sops-and-forms](http://www.reb.upm.edu.ph/sops-and-forms). |

**UPCM PROCESS FOR TECHNICAL & ETHICAL APPROVAL OF RESEARCH PROPOSALS (GRAUDATE & MD-PhD STUDENTS)**

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| **Flowchart** | |  | **Person Responsible** |  | **Process** |
| Finished Research Proposal  I. Technical Review | |  | Researcher |  | **I. Technical Review**   1. Prepare copy of proposal. 2. Submit proposal and thesis panel form to the thesis panel.   **A: If with Revision**   1. Address comments by revising proposal and resubmit to thesis panel. |
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| Approved? | A | Department |  | 1. If approved, obtain endorsement on thesis proposal defense form for RIDO submission.    1. Signature from thesis panel.    2. Signature from department chair. |
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| II. RGAO Registration  II. RGAO Registration |  | Research Grants Administration Office |  | **II. RGAO Registration**   1. Register research with [www.rgao.upm.ph/registration](http://www.rgao.upm.ph/registration). |
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| III. RIDO Registration |  | Research Implementation and Development Office |  | **III. RIDO Registration**   1. Log into cm.upm.edu.ph with UP mail 2. Fill out registration form on “My Research Tab”   **If online registry is inaccessible**   1. Secure and fill out UPCM-RIDO-Research-Registration-Form-02242021 from [www.cm.up.edu.ph/p/rido](http://www.cm.up.edu.ph/p/rido) 2. Submit the registration form, technical review form, and proposal to RIDO (Rm 203 Paz Mendoza Hall). |
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| Approved?  IV. Ethical Review | B | UP Manila Research Ethics Board |  | **IV. Ethical Review**   1. Request for ADS account from [https://ireb.upm.edu.ph](https://ireb.upm.edu.ph/login). 2. Accomplish the online forms at [https://ireb.upm.edu.ph](https://ireb.upm.edu.ph/). 3. Upload PDF attachments. 4. Submit to UPMREB on Monday or Wednesday with necessary signatures 5. Follow up on decision letter.   **B: If with Revision**   1. Revise proposal according to comments. 2. Resubmit within schedule. |
|  | |  |  |  |  |
| Start Data Collection | |  | Researcher |  | **V. Post Approval**   1. Accomplish and submit Progress Report Form from [www.upcm.ph/rido](http://www.upcm.ph/rido) every October. 2. Accomplish and submit Final Report Form from [www.upcm.ph/rido](http://www.upcm.ph/rido) and [www.reb.upm.edu.ph/sops-and-forms](http://www.reb.upm.edu.ph/sops-and-forms). |