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

**(FACULTY)**

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| **Flowchart** |  | **Person Responsible** |  | **Process** |
| Finished Research ProposalApproved?I. Technical Review |  | ResearcherA **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)
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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).
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**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.
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| 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).
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**UPCM PROCESS FOR TECHNICAL & ETHICAL APPROVAL OF RESEARCH PROPOSALS (GRAUDATE & MD-PhD STUDENTS)**

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| **Flowchart** |  | **Person Responsible** |  | **Process** |
| Finished Research ProposalI. 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 RegistrationII. 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).
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