**Process for Registration, Technical and Ethical Review of Researches of UPCM Faculty and Students**

**Technical Review**

1. Prepare a printed copy of proposal.
2. Secure/download and fill out the Technical Review Form from www.cm.up.ph/p/rido.
3. Submit above documents to:
   1. **For Faculty**: Research Coordinator/Assistant Chair for Research of your affiliated department to assign a technical review board member to evaluate your proposal.
   2. **For Medical Students:** Your adviser to evaluate your proposal.
   3. **For Graduate Students:** Your thesis panel with thesis proposal defense form (UPM-NGOHS Form #03-01).
4. If with revisions, secure/download and fill out Principal Investigator’s Response to Technical Review from www.cm.up.ph/p/rido.

**RGAO Registration**

1. Register research at [www.rgao.upm.ph/registration](http://www.rgao.upm.ph/registration).
2. Registration certificate will be sent via email in one working day.

**RIDO Registration**

1. Log onto www.cm.up.edu.ph/portal/ and add your research on “My Research” Tab. Input required information and upload relevant documents.
   1. Secure/download and fill out the Research Registration Form from www.cm.up.ph/p/rido and submit to the RIDO Office if portal is down for more than one week. Together with a copy of the proposal and the TRB form.

**Ethical Review**

1. Request for ADS account to log into [www.ireb.up.edu.ph](http://www.ireb.up.edu.ph)
2. Accomplish online forms (application information, endorsements, declaration of conflict of interest, protocol assessment, and informed consent assessment) at [www.ireb.up.edu.ph](http://www.ireb.up.edu.ph)
3. Upload PDF attachments
4. Submit to UPMREB Office on Monday or Wednesday with necessary signatures
5. Follow up on decision letter 14 days after hard copy submission for expedited review, or 7 days after panel meeting date for full board. If disapproved, revise according to comments and resubmit

**Post-Approval**

1. Submit Progress Report Form accessed at [www.upcm/rido](http://www.upcm/rido) yearly (every October)
2. Submit Final Report Form accessed at [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) when research is completed.

|  |
| --- |
| UPCM RIDO RESEARCH REGISTRATION FORM |
| Instructions for registration - please attach the following:  (1) approved Technical Review Form (and Principal Investigator’s Response to Technical Review, if applicable),  (2) one printed copy of the approved protocol, and Send electronic copy of approved protocol to RIDO’s email address, [upm-rido@up.edu.ph](mailto:upm-rido@up.edu.ph) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Registration** |  | **RIDO Study Code**  To be filled out by RIDO |  | |
| **Study Title** |  | | | |
| **Principal Investigator** | Name | | | Contact No.  Email address: |
| **Category of Principal Investigator** | 🞏 Faculty 🞏 Medical Student 🞏 MD PhD  🞏 MS Student 🞏 PhD Student 🞏 Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Department/Affiliation** |  | | | Contact No. |
| **Co-Investigator** | Name | | | Affiliation |
| **Co-Investigator** | Name | | | Affiliation |
| **Adviser (if applicable)** | Name | | | Affiliation |
| **Type of Study** | * Research involving human participants * Research involving non-human living vertebrates * Review of medical records * Others (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Category of Study** | * In-vitro study * Diagnostics * Genetic or genomic research, metabolomics, transcriptomics * Stem Cell Research * Herbal Medicine Research * Complementary and Alternative Medicine * Research on Assisted Reproductive Technology * Research on Indigenous Materials * Epidemiological study * Socio-behavioral Research * Operations/health systems research * Quality improvement study * Economic evaluation * Health policy | | | * **Clinical Trial** **Type 1** (*drug or vaccine trials, diagnostic trials, trials on devices, and other therapy trials)* intended for marketing registration * **Clinical Trial Type 2** (*drug or vaccine trials, diagnostic trials, trials on devices, and other therapy trials)* **NOT** intended for marketing registration * **Post Marketing Surveillance**   🞏 Medical Education   * Health informatics   🞏 Others (specify) \_\_\_\_\_\_\_ |
| **Purpose of study** | * Academic requirement (Thesis, Dissertation, Training Requirement) * Independent research work * Multi-institutional or multi-country collaboration * Others (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Source of funding** |  | | | **Amount of funding:** |
| **Duration of the study (date to date)** |  | | | |
| **Target Start Date** |  | | | |
| **Actual Start Date** |  | | | |
| **Target End Date** |  | | | |
| **Actual End Date** |  | | | |
| **RGAO Code** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Submitted by** | Name |  | Designation |  |
|  | Signature |  | Contact No. |  |