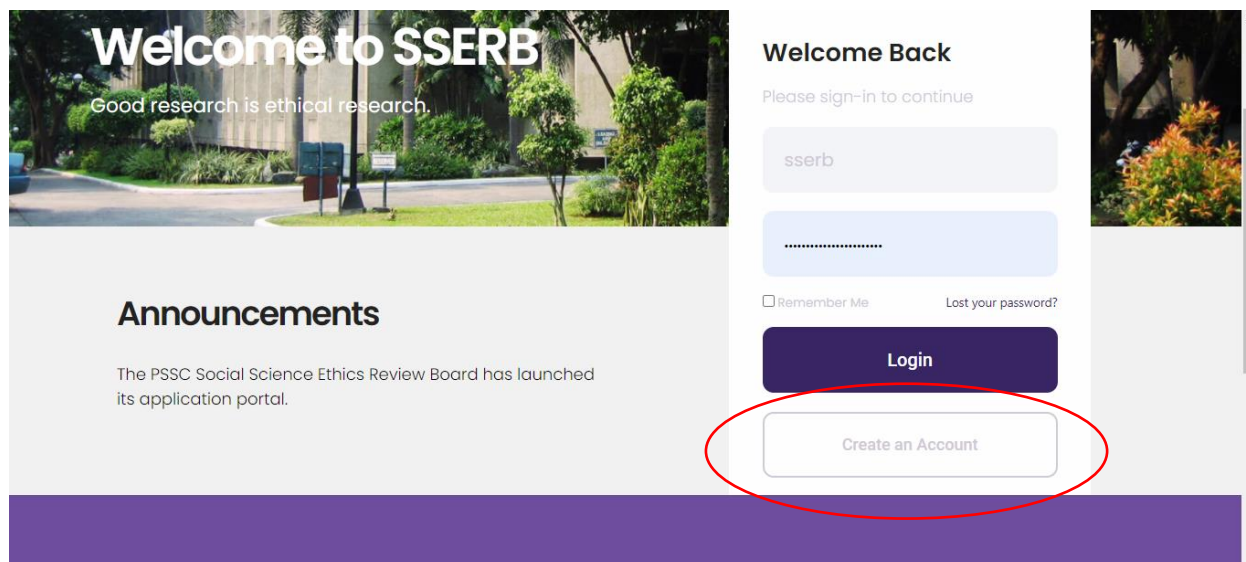


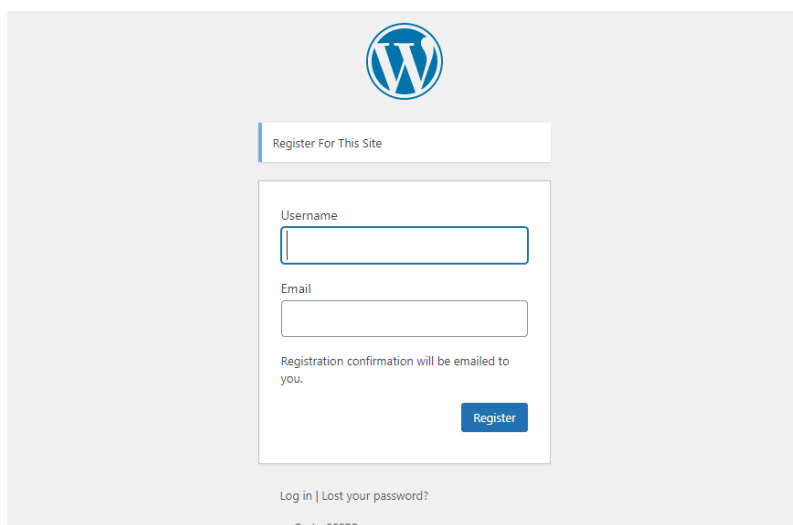
SSERB PORTAL GUIDE FOR APPLICANTS

I. APPLICATION

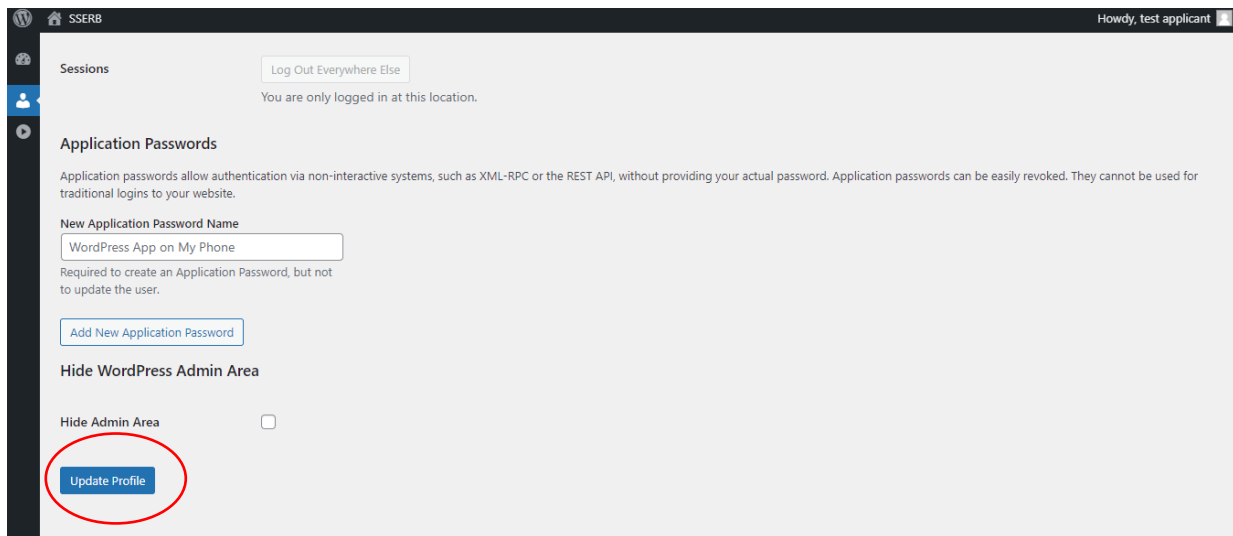
1. Go to <https://sserb.pssc.org.ph/>.
2. Click create an account:



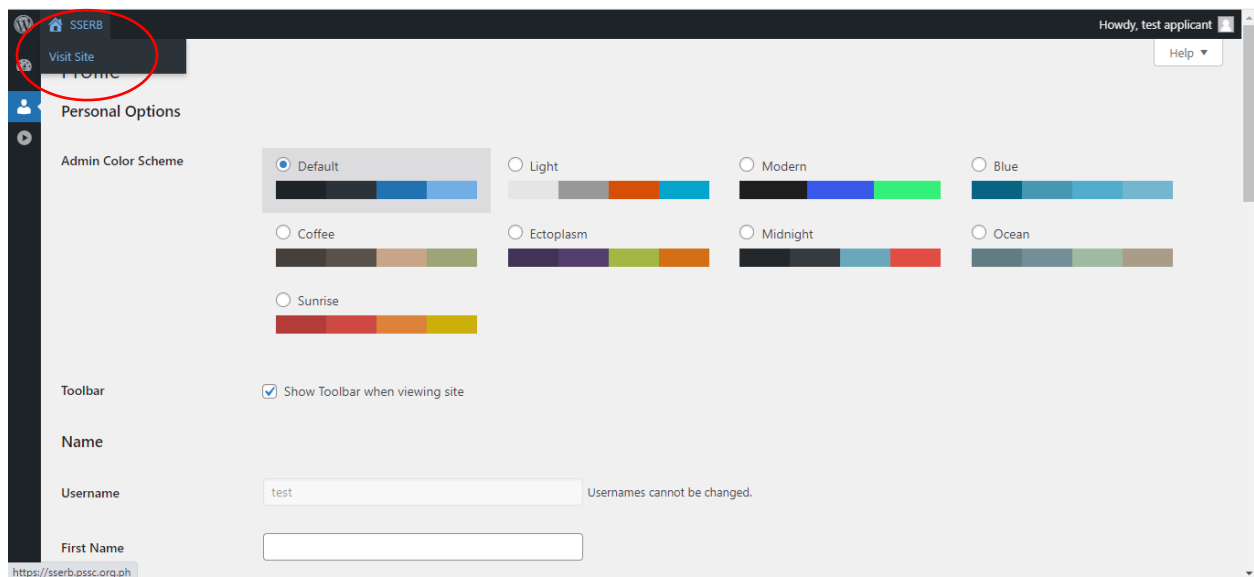
3. Choose a username and register using your email. Wait for an email confirmation containing your password then log in to the portal. If you have not received a password, email sserb@pssc.org.ph.



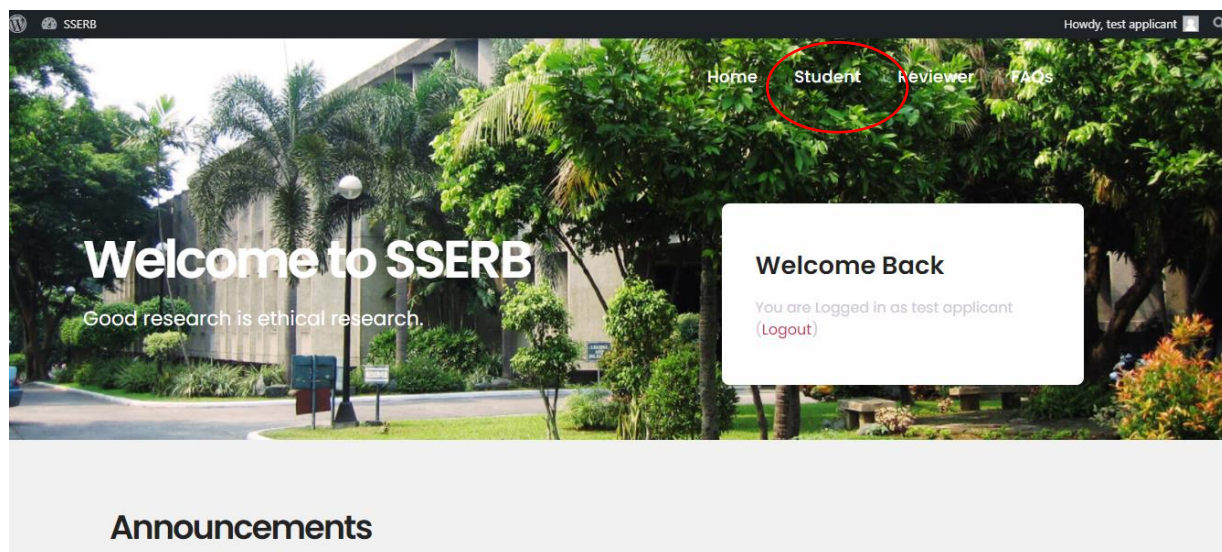
4. Once logged in, you may input your name and other details, and update your password. Click Update Profile.



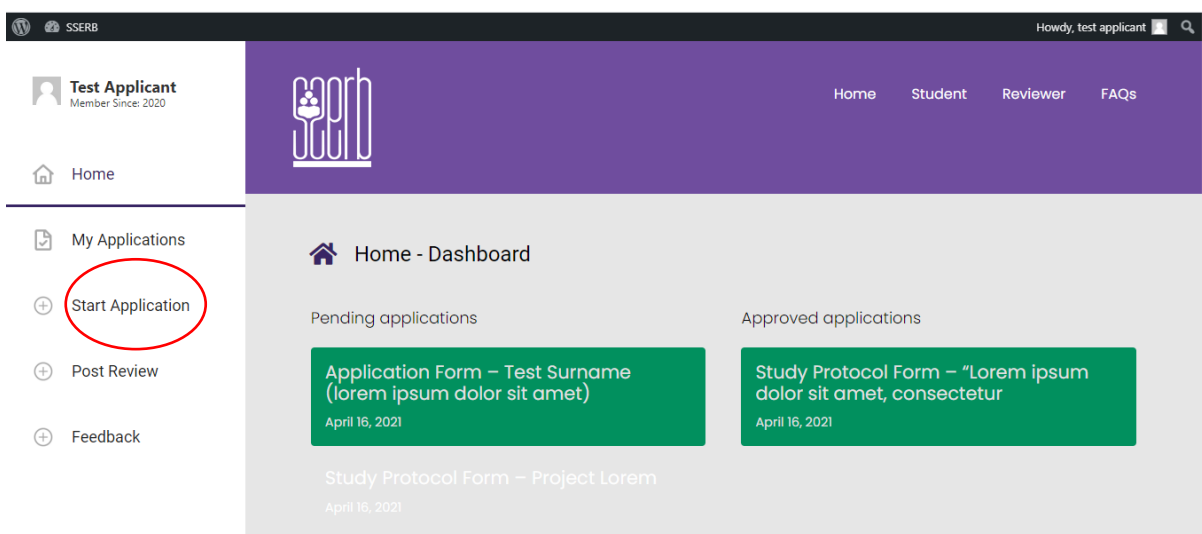
5. To start your application, click the SSERB Home Button on the upper left side of your screen then click Visit Site.



6. Click the Student tab.



7. Click Start Application.



8. Accomplish Form No. 1 (Application Form) and attach the requirements. Note that the proof of payment is not yet required at this point. You may proceed with the payment after the review category and review type has been confirmed.

The screenshot shows the SSERB website interface. At the top, there is a navigation bar with the SSERB logo and the text "Howdy, test applicant". Below the navigation bar, there is a sidebar on the left with a user profile "Test Applicant" (Member Since: 2020) and a list of menu items: Home, My Applications, Start Application, Post Review, and Feedback. The main content area features the SSERB logo and two buttons: "SSERB Application Form" and "SSERB Study Protocol Assessment Form". Below these buttons, there is a large white box titled "Form No. 1: SSERB Application Form" containing the following text:

Please accomplish this application form and submit online Kindly *Note: SSERB with one printed copy of the application form and supporting documents with original signature You can print the completed online form after pressing the submit button You will also receive a copy of your entry through email

9. Click the Submit button.

The screenshot shows the SSERB application form interface. At the top, there is a navigation bar with the SSERB logo and the text "Howdy, test applicant". Below the navigation bar, there is a sidebar on the left with a user profile "Test Applicant" (Member Since: 2020) and a list of menu items: Home, My Applications, Start Application, Post Review, and Feedback. The main content area features the SSERB logo and two buttons: "SSERB Application Form" and "SSERB Study Protocol Assessment Form". Below these buttons, there is a large white box titled "Form No. 1: SSERB Application Form" containing the following text:

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Below the text, there is a section titled "Attach copy of proof of payment" with a "Choose File" button and the text "No file chosen". Below this, there is a section titled "I would like to receive information on future PSSC and SSERB-related activities." with radio buttons for "Yes" (selected) and "No". Below this, there is a section titled "This is to certify that the information contained in this application form and attached documents are true and correct." with a checkbox for "By submitting these documents and signing this form, I am giving consent to PSSC-SSERB to collect and process all information I am providing, including personal data, for the purpose of evaluating my application for ethics clearance." Below this, there are two input fields: "Received by" and "Date received". At the bottom, there is a green "Submit" button circled in red.

10. Click Form No. 2 (Assessment Form) and accomplish this by discussing how your team would ensure that each ethical principle would be observed. In case of unstable internet connection, draft your answers in a separate local file before copying them into the online form. Email us for questions or assistance.

The screenshot shows the SSERB website interface. On the left is a sidebar with navigation links: Home, My Applications, Start Application, Post Review, and Feedback. The main content area features a header with the SSERB logo and a navigation bar with 'SSERB Application Form' and 'SSERB Study Protocol Assessment Form'. The latter is circled in red. Below this, a white box contains the title 'Form No. 2: SSERB Study Protocol Assessment Form' and instructions for both the researcher and the reviewer.

Form No. 2: SSERB Study Protocol Assessment Form

For Researcher
Please summarize how you intend to address the ethical concerns cited below a extensive discussion is included in the Study Protocol please indicate the page and paragraph where this information can be found.

For Reviewer
Please evaluate how well the researcher has addressed the indicated ethical considerations Indocate your recommended action and sign the document

11. Click the Submit button.

The screenshot shows the SSERB website interface for the assessment form. It includes a 'Reviewer's Comment' text area, a 'Remarks' text area, and a 'Name of Reviewer' section with 'First Name' and 'Last Name' input fields. At the bottom, a green 'Submit' button is circled in red.

Reviewer's Comment *

Remarks

Name of Reviewer

First Name Last Name

Submit

12. Wait for an email from SSERB. We will confirm the receipt of your application, as well as your category and review type (Basic or Full Review).
13. Once your category and review type are confirmed, send your proof of payment (if you have not attached it in the Application Form) via email to sserb@pssc.org.ph or through [PSSC's Payment Center](#).

PSSC's details:

Address: 2/F, Philippine Social Science Center, Commonwealth Ave., Diliman, Quezon City, Philippines, 1101
 Acct. name: Philippine Social Science Council Inc.
 Acct. no: 00151-001679-2 (CA)
 Bank: UCPB Diliman Branch

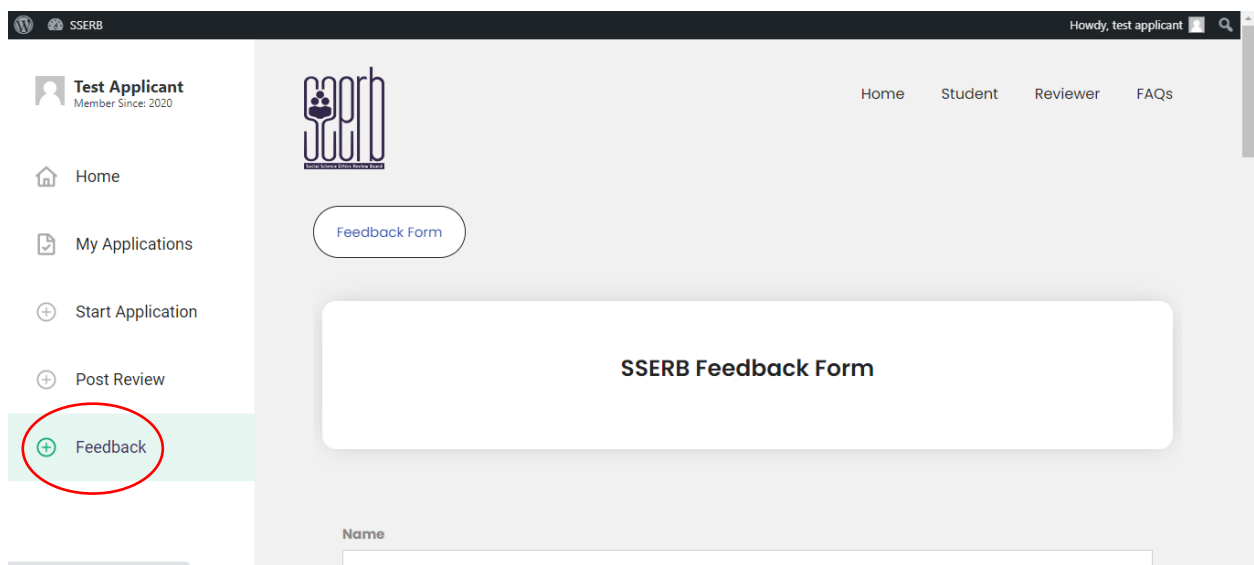
14. Wait for the decision letter which may either contain comments and proposed revisions, or approval.

II. RESUBMISSION

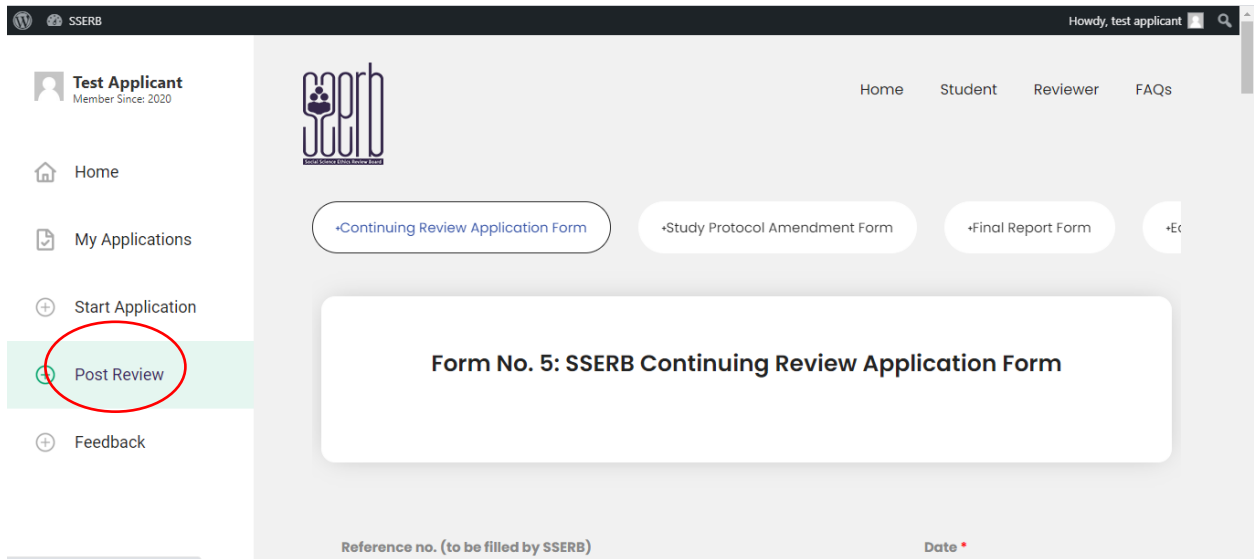
15. If it contains comments, you will be asked to respond to them, and revise your protocol within the preferred 60-day resubmission period. A Resubmission Form will be emailed to you together with the decision letter.
16. Submit your revised research protocol and accomplished Resubmission Form via email (not through the SSERB portal).
17. Wait for our response. The second decision letter may either contain more comments and proposed revisions, or a certificate of ethics clearance.

III. POST-REVIEW

18. Help us improve our process by sending your feedback. Just click Feedback, accomplish the form, and hit the Submit button.

A screenshot of the SSERB (Student Science Ethics Review Board) portal. The top navigation bar includes the SSERB logo, a user profile for 'Test Applicant' (Member Since: 2020), and a search bar with the text 'Howdy, test applicant'. The main navigation menu on the left lists: Home, My Applications, Start Application, Post Review, and Feedback. The 'Feedback' option is highlighted with a red circle. The main content area features the SSERB logo, a 'Feedback Form' button, and a large white box titled 'SSERB Feedback Form'. Below this box is a 'Name' input field.

19. After the approval of a protocol, applicants must also submit some post-review requirements, depending on the outcome of their studies (i.e. Final Report, Amendment, Continuing Review, or Early Study Termination Forms). These forms are found in the SSERB Portal.
20. To submit a post-review form, click Post Review then choose the appropriate form (drag through the titles of the forms). Accomplish the form and click the Submit button.



21. For questions, check our [FAQ page](#) or email us at sserb@pssc.org.ph.