



**PHILIPPINE SOCIAL
SCIENCE COUNCIL**
established 1968

PSSC Social Science Ethics Review Board



**MANUAL OF POLICIES AND
STANDARD OPERATING PROCEDURES**

PSSC Social Science Ethics Review Board

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STANDARD OPERATING PROCEDURES**

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ISBN 978-971-8514-37-5

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Overview and Rationale

The Philippine Social Science Council (PSSC) is the collegial voice of professional social science organizations and research and instructional institutions in the Philippines. It pools together the various disciplines to work for the enhancement of social science instruction, and research and extension, including the production and dissemination of knowledge about culture, society, and development. It provides avenues or platforms for academic work to be heard and applied to public policy in the halls of legislative and executive offices of government, as well as in the design and purposes of corporate and civic organizations. Linked to these goals are PSSC's desire and interest to stimulate, support and encourage ethical practices among social scientists.

As a collegial body representing social scientists, PSSC has the capacity to mobilize the different disciplines to subscribe to a shared set of ethical principles and review processes. Having professional associations and other research institutes as members, the PSSC, as a network of social science organizations, has the vantage point to set up a social science research ethics board to evaluate social science research proposals for ethical integrity. Moreover, being a private organization, it acts as an independent and non-partisan entity.

In the consultations on the implementing rules and regulations of the Data Privacy Act of 2012, PSSC underscored the importance of self-regulation by the social science community in protecting the research participants' personal data. Self-regulation of the social science research community is a demonstration of its commitment not only to data privacy, but also to the protection of human participants and their well-being.

Thus, PSSC, through Board Resolution 17-01-01 dated January 20, 2017, formally set up the Social Science Ethics Review Board (SSERB) to take the lead in promoting ethical standards and practices in social science research. Following its establishment, SSERB formulated this Manual of Policies and Standard Operating Procedures (MPSOP) containing the principles, guidelines and process that will inform the activities and decisions of SSERB and other stakeholders.

The MPSOP consists of three interlinked chapters, namely, (1) The SSERB Principles and Guidelines for Ethical Research in the Social Sciences, (2) The Social Science Ethics Review Board, and (3) The SSERB Review Process. In the preparation of the MPSOP, SSERB is guided by the following national and international guidelines.

- PSSC Code of Ethics in Social Science Research
- Data Privacy Act of 2012, R.A. 10173 and its Implementing Rules and Regulations
- Indigenous People's Rights Act, R. A. 8371
- National Commission on Indigenous Peoples (NCIP) Administrative Order No. 1, Series of 2012 entitled Indigenous Knowledge Systems and Practices (IKSP) and Customary Laws (CLs) Research and Documentation Guidelines of 2012
- UNESCO Code of Conduct for Social Science Research
- PSSC's efforts to enhance the commitment to research ethics are not meant to stifle innovation and creativity in the conduct of social science research but to empower social scientists to produce ethically sound, relevant and cutting-edge knowledge.

CHAPTER I

The SSERB Principles and Guidelines for Ethical Research in the Social Sciences

The SSERB Guidelines stem from the general principles outlined in the PSSC Code of Ethics in Social Science Research (Annex A). However, these also draw from various established guidelines that have been previously developed in biomedical research on human participants. These are the National Institute of Health (NIH) Office of Human Subjects and the Council for International Organizations of Medical Services (CIOMS) as international references, the Philippine Health Research Ethics Board (PHREB) and the UP Manila Research Ethics Board (UPMREB) as local references.

PSSC recognizes the value of social scientific research that produces systematically-arrived knowledge and that contributes to a better understanding of human society and solutions to human social problems. Worthwhile research contributes to a better understanding of social systems and institutions, human relationships, culture and behavior. This can set the stage for new and improved conceptual, theoretical and methodological tools towards this purpose. This value can also refer to studies that deepen the understanding of social or individual problems, such that the results are expected to bring insights that promote the wellbeing of individuals, communities and the nation.

As a newly consolidated set of guidelines that covers research in the different social science disciplines and allied fields, the SSERB guidelines recognize the wealth of diverse approaches and practices among them. Thus, this set of guidelines is presented as an evolving product that can make room for innovations. It endeavors to eventually cover all possible areas that need to be considered in ethical social science research and systematically integrate commonalities within the breadth of the social science disciplines and fields.

Alongside the rigor of research methods and procedures, researchers should commit to integrity in the conduct of research and respect for the dignity, privacy and agency of individuals, groups and communities. Moreover, individuals, groups and communities are regarded as agents capable of exercising their will and expressing their voices as active participants rather than as passive sources of data.

It is therefore imperative that social science researchers are imbued with values that respect human dignity and agency, which shall serve as a framework in the pursuit of ethical research. Figure 1 collectively shows the guiding principles of the SSERB, and its assessment points in its ethics review process.

GUIDING PRINCIPLES OF THE SSERB

Respect for Persons

Respect for persons in research is an acknowledgment that each human research subjects are “autonomous agents with the right of self-determination” (Beauchamp, T. and Childress J., 2001). The participants of the study must have adequate information regarding the research, while researchers must consider the decision-making capacity of participants, as well as their voluntary involvement. Since not every person is capable of self-determination, this principle also requires that “investigators protect subjects with diminished autonomy (e.g., due to impaired decision-making capacity) from exploitation and harm,” (Mueller, P. and Hook C., 2006).

Integrity

Integrity in research is a commitment to accuracy, intellectual honesty and truthfulness in the conduct and reporting of studies. Integrity begins with



Figure 1. Guiding Principles of SSERB

the assurance that a study is carried out by individuals who, because of their education, training or experience, possess the qualifications to carry out, analyze and disseminate research findings.

It involves scholarly rigor in obtaining, recording and analyzing data, and in reporting and publishing results. It means taking consideration of the long and short-term effects of research projects on the people, places, natural and social environments under investigation.

What follows are some types of research and how integrity can be ensured:

1. In quantitative studies, apply only statistical methodologies suitable to the data and to obtaining valid results.
2. Avoid any tendency to slant quantitative analysis or qualitative interpretations toward predetermined outcomes, or to draw conclusions based on faulty or insufficient evidence that will unduly favor the sector, the research sponsor, or the researcher.
3. In documentary research, preserve and honor the integrity of the historical record or document. Fabricating, destroying, distorting and hiding sources or evidence are unacceptable.
4. The recording, disclosure and preservation of research data, ethnographic or historical evidence, should be consistent with laws, policies, global covenants, and the rules of professional ethics of the different social science disciplines.

A researcher must keep away from projects where the research process and outcome may directly benefit or promote one's own economic, political or institutional self-interest, or those of the study's sponsors or funding agencies, and disadvantage the group or participants in the study.

1. Hence, there should be transparency in acknowledging the source of research funding, and all efforts taken to ensure that conflicts of interest are avoided (at best), or disclosed and resolved.
2. The researcher must be mindful of potential misuse of research findings by third parties, and of their potential economic, socio-cultural, political or environmental impacts. The researcher must exert all efforts to avoid unfair reporting, distortion of results, and unfavorable impacts.
3. At the same time, the researcher's academic freedom should be respected.

The researcher possesses personal integrity if he/she carefully and truthfully acknowledges all sources of information, whether these are obtained from the library, observations in a natural world, or from systematic interactions with research participants. Truthfulness extends to the research report, and it must

leave a clear “trail of evidence” that will enable future students or scholars to check its validity, to replicate, or to develop new areas of study. Moreover, the authorship of published work must include those who contributed to the writing of the publication.

Fair authorship can be ensured by:

- a. Clarifying the roles of the different researchers within the research teams.
- b. Clarifying the basis for the order of authorship of research reports.
- c. Acknowledging the important contributions of non-researchers in writing the report (e.g., insights offered by colleagues, research participants, policymakers, practitioners and other stakeholders).

Confidentiality, Privacy, and Anonymity

The principle of confidentiality is the protective handling of information revealed in a relationship of trust and with the expectation that it will not be divulged to anyone without permission. The information will help respondents or research participants to determine the implications of their involvement and will allow them to decide about the sufficiency of the protection and the acceptability of the possible release of private information to the interested parties.

In protecting the trust of research participants, the researcher must:

1. Protect the rights of participants to confidentiality, privacy and anonymity. Their identity should not be revealed unless permission has been obtained or such data are available from public documents.
2. Uphold the confidentiality of participants. He/she must make explicit to the participants how the data will be collected; how the information they provide will be safeguarded; and who will or may use these data, e.g., the research team, and interested social science individuals or organizations.
3. Respect the right of participants to privacy or to be free from unwanted observation, disturbance and interference, and to control access to their personal and private information.
4. As much as possible, assure the anonymity of participants and conceal their identities in research reports and public presentations of research output.

Informed Consent

Informed consent must be obtained from the research participants without coercion or undue influence or inducement after having been informed about the nature, rationale, procedures of the study, the nature of their involvement, as well as potential risks and benefits of participation.

SSERB recognizes that, in Philippine culture, participants can be highly averse to formal bureaucratic procedures, and that requiring signatures on printed forms as the only proof for consent can be problematic. However, the researcher must show due diligence in demonstrating that the informed consent and its alternative measures will be pursued.

1. Documentation of informed consent typically includes an actual signature of the prospective participant on the informed consent form. When the use of an Informed Consent form is not feasible or is unacceptable to the prospective participant, a description of the assent process such as the researcher's documentations of verbal consent may be used as an alternative to Informed Consent.
2. The researcher must disclose to the participants information about the research that can serve as the basis for their decision to participate or not to participate. Information must include details about the research procedures, e.g., the number of interview sessions and the length of time involved, what will be asked, foreseeable risks and benefits, and how privacy will be safeguarded.
3. Obtaining informed consent must be understood as a process, not just a single event occurring only at the beginning of the research. The researcher must ensure that participants are aware that they can withdraw from the research at any time without question. He/she must also be sensitive to the cues given by participants who may indirectly indicate that they no longer wish to participate in the research.
4. The researcher shall convey the research information verbally or in writing, or through other modes of communication, in a language and manner that the participant understands. Participants are given the opportunity to ask questions that must be answered honestly, promptly, and completely.

5. The researcher shall further provide the following information to the participants:
 - a. Whether or not data will be audio or video recorded or photographed; whether or not and how they will be destroyed; where, how, and for how long they will be stored;
 - b. Provisions to ensure the privacy of research participants, the confidentiality of records, photos or videos in which they are identified, and may be displayed in publications and conferences;
 - c. Contact information of persons designated to respond to queries about the research and issues or concerns arising from it, and
 - d. A referral protocol in case medical, psychological or legal support is needed.

6. Informed consent process is commonly waived in the following contexts:
 - a. Archival research involving public documents where no human participants will be involved;
 - b. The research presents no more than minimal risk and does not involve situations for which informed consent is normally required;
 - c. The only record associating the participant to the research is the informed consent document and the possibility of harm to participants will occur only when there is a violation of confidentiality;
 - d. Research using naturalistic observation as method, such as if the activities or behaviors observed are public in nature such that any person can observe them without violating principles of confidentiality or privacy, and
 - e. If observations are recorded in such a way that the individuals involved are identifiable, then informed consent may be necessary depending on the nature of the study. i.e., if risks to participants are likely. Moreover, the use of this method requires that the researcher provides justification for the use of naturalistic observation, plans how the data collected will be used, and develops a mechanism to ensure confidentiality and anonymity of observed individuals and their data.

7. Withholding of information in the informed consent process may be necessary in order to control biased responses of participants. Its use in the study can be justified when the research cannot be conducted without its utilization and

the gains of such procedure will outweigh the possible risks it may create. Debriefing scripts must be prepared, which provide the participants detailed information on how, by whom and why it was applied and the significance to the study. Medical and psychological and other support system protocols should be indicated to deal with any untoward negative outcomes from participation.

Beneficence and Non-maleficence: “Do good; do no harm”

The research should ensure that the study will enhance the well-being and improve the situation of the populations under study, rather than undermine or endanger them in any way. They must be protected from possible harm, including physical, medical, psychological and social damage (such as distress, embarrassment, social stigma), and financial, criminal or civil liability.

In observing the principle of beneficence, risks and benefits should be thoroughly studied and assessed by the researcher in consideration of the given alternatives where the resulting benefits must outweigh the possible risks. In cases where the risks outweigh potential benefits, alternative approaches to the research need to be explored and tried. Non-maleficence, meanwhile, ensures that any inconvenience or risk must not be disproportionate to the benefits a participant may get from participating in the study.

The study protocol should include measures that enable the respondents or participants to have access to its results, and where applicable, to get a fair share of whatever benefits will accrue from the study.

Medical and psychological and other support system protocols should be prepared by the researcher to deal with any negative outcomes from the research.

Social Justice

Social justice refers to the researchers' consideration for the allocation of burdens and benefits to the research participants and their communities. Issues of justice arise most strongly around questions about the selection of participants, which may exclude certain sectors due to embedded forms of inequality, trivialization and discrimination.

The researcher must recognize the rights of individuals and communities to participate in producing knowledge and have access to information relevant to their wellbeing and that of their communities. Vulnerable and marginalized groups must have a fair chance to produce knowledge as much as the community gatekeepers and other power holders.

The researcher must be sensitive to the dynamics of oppression, exploitation, marginalization and exclusion, such that they cannot participate in efforts that use their research to exacerbate these inequalities.

When consent was initially obtained from individual gatekeepers such as community leaders and officials or from collective decision-making bodies, the researcher shall supplement the informed consent of collective bodies with that of individuals. This is particularly applicable in cases where some individuals or sectors may be excluded from collective decision-making in the community.

Cultural and Gender Sensitivity

Researchers should certify that the study does not exacerbate inequalities and inequities (such as gender, ethnic, class and other forms of inequities), and ensure that no group is inequitably burdened with risks in research. Care must be taken to use gender-sensitive and culture-sensitive language in interviews and questionnaires. The researcher should consciously remove stereotypes, biases or prejudices, and other forms of 'othering' or discrimination in the choice of participants, research sites, and in the interpretation of collected data.

Cultural and gender sensitivity must always be taken into account by the researcher in the conduct of the study by respecting cultural norms, traditions, and conventions, as well as the research participants' language, oral literature, and other cultural knowledge. The researcher must be mindful that field methods do not lead to trespassing into sacred places or taboos.

The research must abide by the National Commission on Indigenous People (NCIP) Administrative Order No. 1, Series of 2012, entitled "Indigenous Knowledge Systems and Practices (IKSP) and Customary Laws (CLs) Research and Documentation Guidelines of 2012."

It involves special considerations for IP values and concepts, especially alternative decision-making processes that require community approval in addition to individual consent. Balance must be sought between community approval and individual informed consent such that collective community processes do not undermine individual voices.

Protection of Vulnerable Groups, Sectors, and Populations

Certain individuals, groups, sectors and populations who are in conditions of vulnerability shall be accorded further special protection. These include participants who are relatively incapable of deciding for themselves due to physical and mental disabilities, young or old age, poverty, having been victims of crimes, disaster and other difficult circumstances. They may also be those who are in marginalized or minoritized positions within asymmetric power relations.

Examples of vulnerable populations include children and minors; pregnant women; older persons; persons with little or no education; persons with disabilities; persons with health issues; survivors of disaster, violence and abuse; jail and prison inmates; and persons whose identities invite social stigma, among others.

Such participants must receive extra protection as their marginalized status restricts their autonomy and makes them vulnerable to inducement and coercion. The researcher shall take more care to uphold their rights to privacy and confidentiality and their autonomous right to decide to participate in a study.

Chapter II

The Social Science Ethics Review Board

The creation of the Social Science Ethics Review Board (SSERB) by the Philippine Social Science Council (PSSC) stems from the belief that ethics is an important component of social science research. Ethics review ensures that researchers will observe the basic principles of ethics in their quest for knowledge—guaranteeing the integrity of the research while protecting the rights of the participants.

This chapter outlines the responsibilities of the SSERB; its structure and composition; and the functions of its various components. It also includes the criteria and requirements for nominating and appointing SSERB reviewers.

Responsibilities of the SSERB

The PSSC-SSERB is responsible for:

- a. Establishing and updating common ethical standards and principles serving as the framework to guide the review of all types of social science research proposals;
- b. Undertaking ethical review of all proposed studies in the social sciences;
- c. Facilitating/coordinating the training of reviewers in social science ethics;
- d. Assigning review committees to undertake assessment of ethical practices;
- e. Taking the lead in the conduct of meetings and consultations with professional social science organizations on matters pertaining to the practice of research ethics, and
- f. Coordinating the establishment of a national ethics guideline on the social sciences.

COMPOSITION AND ORGANIZATIONAL STRUCTURE OF THE SSERB

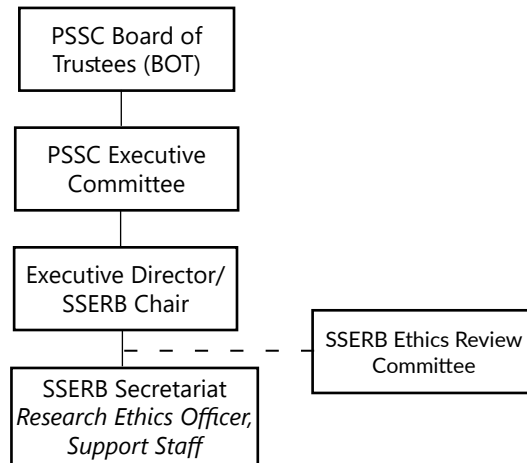


Figure 2. SSERB Organizational Structure

The SSERB is an organic unit of the PSSC, and Figure 2 shows its position within the PSSC operations.

The SSERB is composed of the following entities:

- PSSC Board of Trustees, which is the highest policy-making body of PSSC;
- PSSC Executive Committee, which oversees the overall functioning of the SSERB;
- PSSC Executive Director who concurrently sits as the SSERB Chair and manages the overall operations of the SSERB;
- SSERB Secretariat (composed of the Chair, Research Ethics Officer and Support Staff) who directly implement the operations of the SSERB; and
- SSERB Ethics Review Committee (ERC), an independent body that evaluates the Study Protocols submitted to the SSERB.

PSSC Board of Trustees (BOT)

The BOT Chairperson, acting on authority by the Board, is responsible for setting the terms of reference of the SSERB personnel appointments in accordance with prevailing PSSC policies, guidelines, and regulations.

Only the BOT can dissolve the SSERB by a vote of 70% of its entire active members after due process. In case of the dissolution of the SSERB, the functioning of the SSERB Ethics Review Committee (ERC) and personnel will also end.

PSSC Executive Committee (Execom)

The BOT Chair, Vice-chair, Treasurer and the Secretary/Executive Director comprise the PSSC Executive Committee. The Execom exercises supervision over the day-to-day operations of the PSSC including that of the SSERB but should have no influence on the decisions of SSERB Ethics Review Committee on ethics clearance applications.

SSERB Secretariat

The SSERB Secretariat is composed of the Chair (who concurrently serves as PSSC Executive Director), a research ethics officer, and research ethics support staff who are duty bound to study, comprehend, comply with, implement and respect the procedures and guidelines set in this MPSOP.

All members of the SSERB Secretariat are required to undergo training during the course of their appointment and to continuously acquire knowledge and skills pertaining to ethical standards. Thus, the SSERB Chair shall enjoin the other SSERB personnel to attend additional trainings/seminars/workshops as needed, and ensure that adequate resources are provided for continuing professional development. PSSC is therefore responsible for allocating an annual budget for their specific trainings and other educational activities.

The SSERB Secretariat has the following specific functions:

SSERB Chair

- a. Manages the overall operations of the SSERB and its Ethics Review Committee;
- b. Recommends policies and amendments on the MPSOP to the PSSC BOT;
- c. Supervises the work of the SSERB Secretariat;
- d. Presents the budget of the SSERB for PSSC BOT approval;

- e. Conducts a regular evaluation of the SSERB program as well as its personnel;
- f. Appoints members of the pool of reviewers in consultation with the PSSC Executive Committee;
- g. Represents PSSC-SSERB in national and international ethics fora;
- h. Acts on suggestions, appeals, complaints, and queries on ethics matters, and
- i. Signs ethics clearance on research protocol and other communications related to ethics review.

SSERB Research Ethics Officer

- a. Implements the day-to-day operations of the SSERB;
- b. Provides assistance to the SSERB Chair by
 - Ensuring SSERB compliance with international, national, and institutional policies governing human participant research and human participant protection;
 - Recommending updates regarding SSERB policies and procedures in accordance with emerging national and international policy trends;
 - Ensuring the basic training, orientation, and continuing education of SSERB Review Committee members and personnel
 - Formulating new SSERB documents as needed;
 - Ensuring the relevance of the SSERB MPSOP;
 - Supervising the issuance of all SSERB communication with respect to SSERB Review Committee decisions and actions;
 - Informing applicants for ethics clearance about the SSERB MPSOP;
 - Liaising with stakeholders outside PSSC, and
 - Providing updates on relevant and contemporary issues related to ethics in social science research, as well as relevant contemporary literature to the SSERB ERC Members.
- c. Together with the SSERB Chair, determines whether the study protocol shall be subjected to Basic Review or Full Review;
- d. In the absence of the SSERB Chair, represents PSSC in national and international ethics fora;
- e. Assists in the staff hiring process (inviting applications, initial screening, setting salaries, etc.);
- f. Prepares SSERB promotional and presentation materials;
- g. Coordinates SSERB's accreditation;

- h. Compiles member organization's ethical guidelines in preparation for the creation of a national ethics guideline on the social sciences, and
- i. Performs other SSERB-related tasks that may be assigned to him/her by the Chair

SSERB Support Staff

- a. Provides administrative assistance to the SSERB;
- b. Conducts the initial screening on the completeness of requirements of protocol submissions;
- c. Organizes an effective and efficient tracking system for each protocol received;
- d. Prepares and distributes protocol files to reviewers;
- e. Maintains the SSERB Active Files and Archives, References and other document files, especially ensuring their security and confidentiality;
- f. Organizes SSERB meetings in coordination with the ERC Secretary;
- g. Assists the ERC Secretary in preparing the meeting agenda and in taking the minutes of meetings;
- h. Informs SSERB Review Committee members and personnel about training workshops and arranges for their participation in such workshops;
- i. Organizes the preparation, review, revision, and distribution of MPSOP and related documents;
- j. Provides the necessary administrative support for SSERB-related activities like site visits and communicating decisions to the research applicants
- k. Maintains SSERB database and generates statistical data;
- l. Helps the Coordinator prepare promotional and presentation materials; and
- m. Performs other related functions that may be assigned by the SSERB Chair and REO.

SSERB Ethics Review Committee (ERC)

The SSERB Ethics Review Committee (ERC) is convened when a research proposal is accepted for evaluation. The ERC members are selected by the SSERB Chair in consultation with the PSSC Execom. The ERC consists of trained reviewers who serve for a period of two years subject to reappointment for another two years, or a maximum four-year term. The membership and work of the ERC is confidential. It is an independent body, whose members are drawn from a pool of social scientists trained by PSSC and other ethics training institutions. They come from any social science discipline, as well as medical, legal, sciences and

other professions; or other individuals whose expertise or lived experience may be needed to effectively review specific cases. They possess different disciplinary backgrounds, and with knowledge about the area of concern that will be assessed. The Committee is composed of at least five members, among which a Chair, and a Secretary shall be elected. At least one of the members should represent the health discipline.

Resource persons deemed expert in a particular field or whose knowledge is pertinent to the Study Protocol being reviewed may be invited to join the ERC. To ensure the independence of the position of the SSERB from possible bias posed by its own institution that may impact on the rights, safety, and well-being of human subjects in research, persons from outside the social science community shall be invited as resource persons of the ERC to provide an added perspective on ethical issues.

The Committee should have members with diverse expertise (methodological, theoretical, and experiential) and should have adequate representation of members with regard to age, sex, and institutional affiliation.

Members are selected according to their professional capabilities, interests, background, ethical, and/or scientific knowledge and expertise, as well as their commitment and willingness to volunteer their time and effort necessary for the work involved.

All appointed ERC members are expected to read, understand, accept, and sign required forms at the start of their appointment. If a member refuses to sign such agreements, this may be a ground for his/her disqualification to serve in the SSERB or be disallowed in the deliberations of certain protocols.

These are the duties and responsibilities of the SSERB Ethics Review Committee:

- a. The ERC makes a timely and thorough review and recommendation on protocols submitted to SSERB;
- b. The ERC determines the compliance of the applications received to the ethical social science research standards;
- c. The ERC evaluates research proposals that deal with distinctive sectoral or community-based issues, innovative strategies or interventions needing closer

- scrutiny, as well as additional requirements referring to certain regulations to meet ethical standards;
- d. If requested, the ERC shall participate in site visits, monitoring and similar activities, and
 - e. The ERC recommends adjustments to the MPSOP to improve SSERB's ethics review process and strengthen protection of human-participants.

Requirements for the SSERB Ethics Review Committee members:

- a. Submit properly signed and updated curriculum vitae, appointment papers, and other relevant documents, which will be filed accordingly;
- b. Sign the PSSC Code of Ethics in Social Science Research and the Confidentiality Agreement and Conflict of Interest Disclosure at the start of their term. Both documents provide social scientists the standards and guiding principles which they need to adhere to in the course of their work, and protect the privacy and confidentiality of all parties whose information may be disclosed to the SSERB;
- c. Record and make available upon request all financial relationships and any conflict of interest within or related to the PSSC;
- d. Familiarize him/herself with the SSERB MPSOP, his/her terms of reference, and the international and national guidelines on research ethics;
- e. Maintain confidentiality of the documents and deliberations of SSERB Review Committee meetings, and
- f. Declare any conflict of interest in general and for specific protocols for review.

The SSERB Ethics Review Committee Chair has the following duties and responsibilities:

- a. Heads and presides over ERC meetings and deliberations. In the absence of the ERC chair, members who are present may appoint a presiding officer;
- b. Ensures the timely submission of quality outputs and reports of the ERC to the SSERB Chair;
- c. Liaises directly with the SSERB Secretariat;
- d. Signs on behalf of the ERC protocol-related recommendations and communications, and
- e. Performs other SSERB-related tasks that may be assigned to him/her by the SSERB Chair and/or REO.

SSERB Review Committee Secretary

- a. Verifies the completeness of the protocols submitted to the ERC with the assistance of the SSERB support staff;
- b. Prepares the agenda and minutes of the meeting;
- c. Prepares communication pertinent to protocol review-related actions, and
- d. Performs other SSERB-related tasks that may be assigned to him/her by the ERC Chair.

RESIGNATION, DISQUALIFICATION, AND REPLACEMENT OF ERC MEMBERS

1. A member may resign by submitting a letter of resignation to the PSSC Executive Committee through the SSERB Chair.
2. A member may not be reappointed for non-compliance of duties and responsibilities stated herein. The SSERB Chair in consultation with the Execom may not reappoint or may terminate the appointment of a member for non-compliance of duties and responsibilities stated herein. A new member may be appointed to assume the remaining term of the member whose appointment was terminated, subject to stated qualifications and process in this manual.
3. All members are required to disclose any conflict of interest at the start of any protocol deliberation. A member who has declared conflict of interest on an application shall not participate in any deliberation and decision-making related to that protocol.

SSERB COMPLAINTS COMMITTEE

A SSERB Complaints Committee (CC), acting on an adhoc capacity, shall be constituted to look into possible ethical violations, grievances, and controversies lodged by research participants and other stakeholders in a research site.

The SSERB Chair shall set up the Committee consisting of three members from its pool of trained reviewers. CC members shall not come from the ERC that approved the Study Protocol in question.

Chapter III

The SSERB Review Process

SSERB offers two core services. One, it reviews social science research proposals (also called study protocols) by individuals requiring ethics clearance for their research project. Two, SSERB conducts orientation about the SSERB MPSOP, briefing on ethical considerations in social science research, and training on ethics review for institutions intending to set up their own Institutional Review Boards.

This chapter discusses the requirements and the step-by-step process for reviewing applications received by SSERB for ethical review.

ELIGIBILITY FOR ETHICS REVIEW

Research protocols will be reviewed in consideration of their scientific soundness and their compliance with SSERB ethical guidelines. A protocol is a plan for undertaking a research which contains the proposed procedures and processes that a researcher will carry out.

TECHNICAL REVIEW

All research protocols must have passed an evaluation of their scientific merit and academic standards prior to submission to SSERB. The certification of technical review is the responsibility of the institution/organization endorsing the research protocol.

In the absence of an institution's technical review committee, compliance to this provision can be an endorsement letter from (1) the thesis/dissertation committee, (2) the head of the academic unit of the faculty-applicant, (3) the head of the research unit (or its equivalent) in the public or private organization of the applicant; (4) the team leader/manager of the project within which the study is a component activity, and (5) other similar oversight officials or offices.

Applications for ethical approval without prior certification of technical soundness from a recognized institutional unit of the researcher will not be processed and will be returned to the researcher/s.

ETHICAL CONSIDERATIONS

All research protocols must include a section on Ethical Considerations that details the ethical issues that the researcher expects to encounter and corresponding measures to reduce the risks to research participants, the community, animals, and the environment. These ethical issues, which have been discussed earlier, are as follows:

- Respect for persons
- Integrity
- Informed consent
- Confidentiality, privacy and anonymity
- Beneficence
- Social justice
- Cultural and gender sensitivity
- Protection of vulnerable populations

INFORMED CONSENT/ASSENT DOCUMENT

Signed informed consent, assent document, documentation or notation of verbal consent must be obtained from all research participants unless waived by the SSERB (see section on Basic Review).

RESEARCHER/APPLICANT

Only researchers with the main authority and responsibility over the research may submit applications. They may be researchers based in the Philippines, foreign-based researchers with proposed research in the Philippines, and students who are set to begin their thesis or dissertation.

SUBMISSION PROCEDURES AND REQUIRED DOCUMENTS

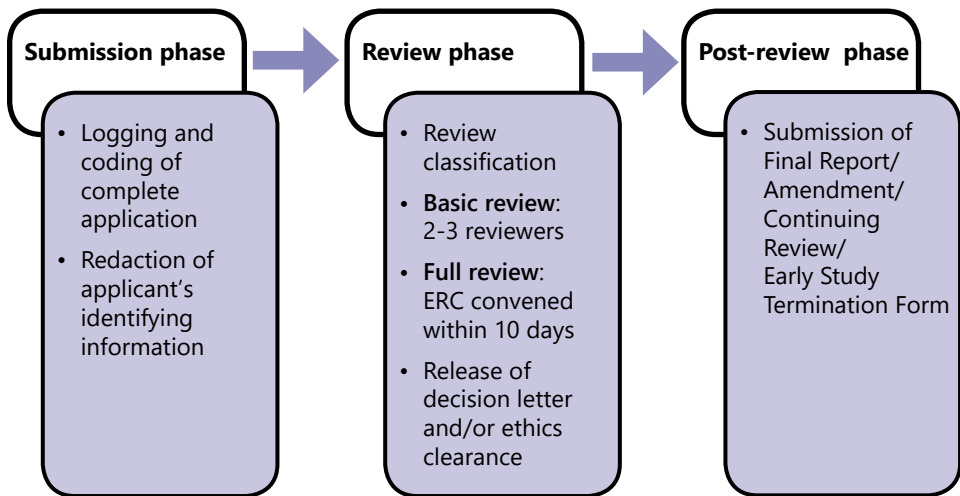


Figure 3. Research Protocol Review Flow

Submission Phase

1. Applicants must submit the following completed SSERB application documents:
 - a. SSERB Application Form (Annex B: FORM No. 1–SSERB Application Form)
 - b. Endorsement/approval or certification of technical review, including the results, from the concerned institution
 - c. Study Protocol (or research proposal) which must contain the following items:

- Title
 - Rationale/significance of the study
 - Statement of the problem
 - Objectives of the study with specific measures and indicators
 - Literature review
 - Theoretical or conceptual framework
 - Methodologies, procedures and instruments (questionnaires, interview guide, case study format, Gantt chart, among others)
 - Ethical considerations (In this section, the researcher must indicate the ethical issues and how these will be addressed. Among these are: respect for persons, integrity, informed consent, confidentiality, privacy and anonymity, beneficence, social justice, cultural and gender sensitivity, protection of vulnerable populations)
 - Data management and analysis plan
- d. Study Protocol Assessment Form which summarizes the ethical issues and how these will be addressed (Annex C: FORM No. 2- SSERB Study Protocol Assessment Form)
 - e. Informed consent/assent documents (Annex D: Sample Informed Consent Form) translated in the language and format best understood by research participants
 - f. Study tools, observation and content or textual analysis form (e.g., questionnaires, interview guide, case report form, among others) translated in the language and format best understood by research participants
 - g. Curriculum vitae of researchers who will be involved in the study, highlighting the relevant research and ethics trainings they have attended
 - h. Information regarding funding, sponsors, institutional affiliation
 - i. Declaration of potential conflict of interest or no conflict of interest
 - j. Copy of contracts or agreements if study is collaborative, and approval or endorsement of relevant Philippine government offices (e.g. NCIP, DSWD)
2. Applicants must pay a nonrefundable application fee upon submission of the application documents. If the full amount for the review is higher than the application fee, the applicant must pay the entire amount before the release of the assessment results.

3. SSERB Support Staff shall check the completeness of, assign a code or number, and register the documents submitted using the SSERB Review Checklist (Annex E: SSERB Review Checklist).

Review Phase

1. The SSERB Research Ethics Officer shall screen the Study Protocol, determine the kind of review that will be done (Basic Review or Full), and send the Study Protocol to two to three ERC members if Basic Review, or to the entire ERC if Full Review.

Basic Review

Basic Review is carried out for protocols that involve an absence of, or low risk to, human participants. These include aggregated statistical data, secondary or archival documents that are non-confidential in nature, and literature review that does not pose any risk to human individuals.

Protocols classified under Basic Review will be reviewed by two to three ERC. If the ERC members deem that the protocol involves medium or high risk, they can recommend a Full Review process. Likewise, study protocols classified for Basic Review, are referred for Full Review if disapproved by any reviewer.

Full Review

Full Review, on the other hand, is conducted when the research concerns sensitive and confidential information and may bring about potential physical, psychological and social harm to its participants. It is required when research exposes human participants to medium and high risk. It is also required when the protocol involves vulnerable sectors, groups or populations.

Protocols classified under Full Review will be reviewed by all members of the ERC. Reviewers have eight days to individually review the protocol. A primary reviewer will be assigned to present a summary of the protocol during the ERC deliberation which shall happen within 10 working days upon the receipt of protocol documents by the reviewers.

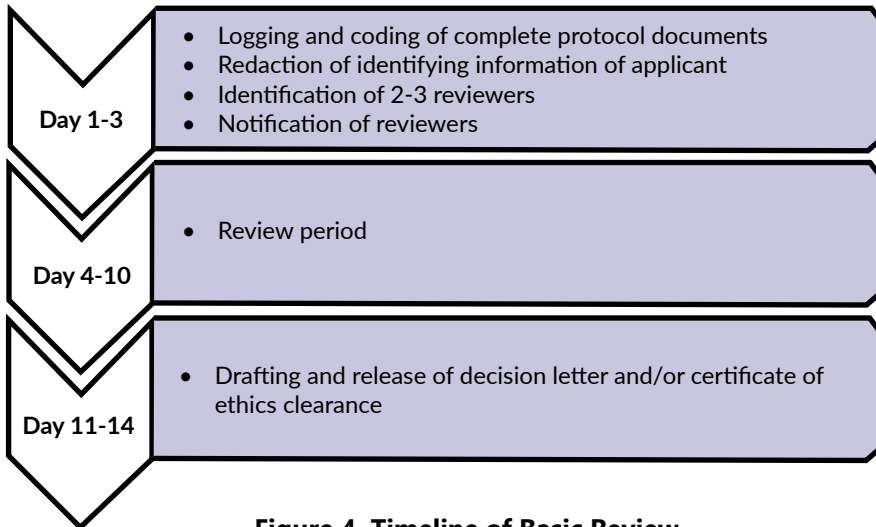


Figure 4. Timeline of Basic Review

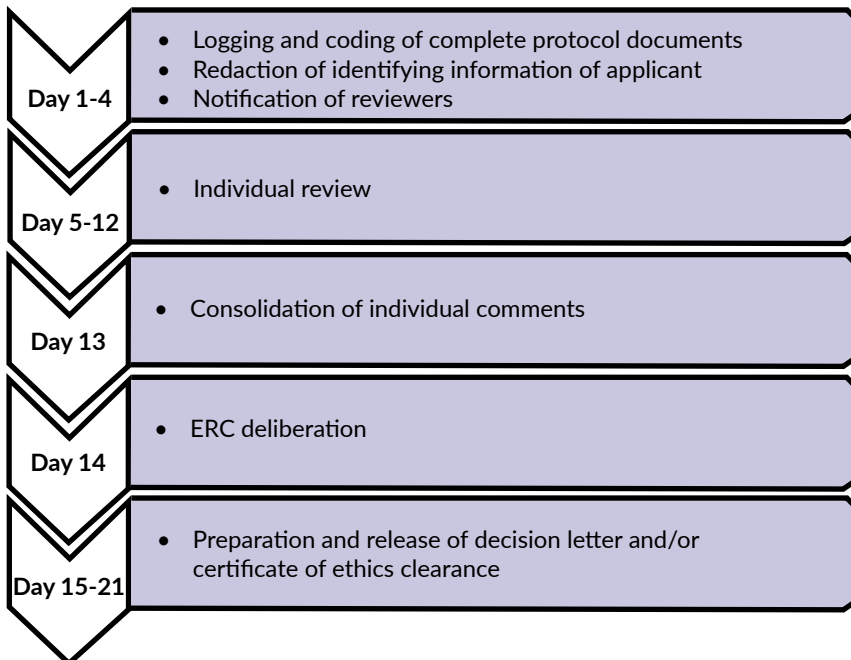


Figure 5. Timeline of Full Review

2. The SSERB ERC may request additional information or modifications on the Study Protocol. The ERC shall evaluate the documents once the researcher has complied with the additional requirements or modifications.
3. The ERC evaluates the submitted Study Protocol and other documents according to SSERB Standard Operating Procedure.
4. If needed, the ERC may require clarificatory interviews with researchers and/or study team members whose submissions raise ethical issues that are better addressed by the researchers themselves. Clarificatory interviews may be conducted in person or through tele/video conference.
5. If necessary, the SSERB ERC may invite a resource/lay person deemed expert in a particular field or whose knowledge is pertinent to the Study Protocol to join the Committee.
6. The ERC Chair shall submit the recommendations of the committee to the SSERB Chair.
7. The SSERB will issue a decision letter and/or Certificate of Research Ethics Clearance to research applicants seven working days after the ERC issues its recommendation. Researchers may resubmit in case the ERC seeks additional information and requirements. SSERB shall respond to the resubmission within five working days.
8. Researchers may appeal to the SSERB in case of protocol disapproval.
 - a. The researcher shall submit a letter of appeal justifying why the decision must be reconsidered, submitting new information or data, if any, and/or submitting additional documents that may support the appeal.
 - b. Upon submission of requirements, the SSERB Chair will convene the ERC to review the appeal. The protocol will be considered a new submission with new fees if major or significant changes were made to it, rendering it a new proposal. The SSERB Chair in consultation with the ERC will determine if the protocol will become a new submission.

- c. The researcher can submit an inquiry or appeal on the ERC's recommendations within the allowable resubmission period of 60 days.

Online discussion and referendum may be allowed for both types of review.

AMENDMENTS AND POST-REVIEW PHASE

1. The researcher must inform the SSERB of the completion of the study by submitting a final report. (Annex F: FORM No. 3-SSERB Final Report Form).
2. It is incumbent upon the researcher to report to the SSERB any amendments or deviations from the study protocol approved by the SSERB. (Annex G: FORM No. 4-SSERB Study Protocol Amendment Form).

In the Amendment form, the applicant must indicate the area/s that need(s) to be amended.

- Informed consent form/assent document
- Participant eligibility and selection criteria
- Research design
- Study tools/instruments
- Composition of the research team
- Collaborating institution
- Funding source/sponsor
- Project site
- Duration of the study
- Others (specify)

If amendments substantially affect previous risk-benefit assessment on the Study Protocol such that Basic Review now requires a Full Review, the Review Committee will be convened to evaluate the amended protocol.

In cases of previously approved Full Review protocols, the SSERB shall evaluate the amended protocol. The SSERB shall convene a new Review Committee which should include at least one member from the previous Review committee.

3. Upon request by the researcher or the funding agency, SSERB can monitor the compliance of the approved research protocols and issue another clearance upon the application of Continuing Review. (Annex H: FORM No. 5-SSERB Continuing Review Application Form)
 - a. If there are no amendments or deviations from the protocol that was approved, the SSERB shall issue a clearance after verification.
 - b. If amendments substantially affect previous risk-benefit assessment on the study protocol such that Basic Review now requires a Full Review, the Review Committee will be convened again to evaluate the amended protocol before SSERB can issue a new clearance.
 - c. For Full Review protocols, the SSERB shall convene a new Review Committee that will make another evaluation. The new Committee will include at least one member from the previous Review committee.

4. Upon request by the researcher or the funding agency, the SSERB can monitor the compliance of the approved research protocol.
 - a. Monitoring must ensure that research participants' protection and well-being continue to have primacy over all other interests.
 - b. Monitoring may be in the form of:
 - Periodic review of the required reports or proposed amendments following a schedule of activities in the proposal
 - Site visits
 - Review of completion/final report.

5. In the event that a researcher decides not to continue the application for ethics review, he/she must write a formal letter requesting the withdrawal of the submission of study protocol from SSERB.

If needed, requests for withdrawal will be discussed during Full Review meetings. Upon approval of request, study protocol files shall be archived or returned to the researcher upon request.

6. The researcher must submit a notification of early study termination (Annex I: FORM No. 6-SSERB Early Study Termination) in case the study is discontinued due to the following reasons:

- Complaints from the respondents/community
- Force majeure
- Funding constraints
- Others

COMPLAINTS

As the need arises, a Complaints Committee may be constituted to review ethical violations, grievances, and controversies lodged by research participants or other stakeholders.

The Complaints Committee Chair shall present, if any, study protocol non-compliance, deviation or violation reports of study protocols previously approved. A letter detailing the violation and the Committee's decision may be sent to the researchers and concerned institutions after the review of the complaint.

LIST OF ACRONYMS

BOT	Board of Trustees
CIOMS	Council for Institutional Organizations of Medical Services
CL	Customary Laws
IKSP	Indigenous Knowledge Systems and Practices
IP	Indigenous People
IPRA	Indigenous Peoples' Rights Act
MPSOP	Manual of Policies and Standard Operating Procedures
MOA	Memorandum of Agreement
NCIP	National Commission on Indigenous Peoples
NIH	National Institute of Health
PDMS	Program Development and Management Section
PHREB	Philippine Health Research Ethics Board
PSSC	Philippine Social Science Council
RC	Review Committee
SSERB	Social Science Ethics Review Board
UNESCO	United Nations Educational Scientific and Cultural Organization
UPMREB	University of the Philippines, Manila Research Ethics Board

REFERENCES

Council of the American Anthropological Association, adaptation. (1971). Statement of ethics: principles of professional responsibility. Retrieved from: www.americananthro.org/ParticipateAndAdvocate?Content.aspx?ItemNumber=1656.

Data Privacy Act, R.A. 101731. (2012). An act protecting individual personal information and communications system of the government and the private sector, creating for this purpose a national privacy commission and for other purposes. Retrieved from: www.gov.ph/2012/08/15/republic-act-no-101731.

De Guchteneire, P. (2006). *UNESCO Code of Conduct for Social Science Research*. Retrieved from: www.erasylum.org> interview.

Department of Science and Technology Administrative Order 001 Series of 2007: Requiring ethics review of all health researches involving human participants. Retrieved from www.ethics.healthresearch.ph/index.ph/orders-and.

Department of Science and Technology Administrative Order 001 Series of 2008: Requiring all Ethics Review Committees/Institutional Review Committees to register with the Philippine Health Review Ethics Board. Retrieved from www.ethics.healthresearch.ph/.../218-dost-ao-001-2008.

Indigenous People's Rights Act of 1997, R.A. 8371: An act to recognize, protect and promote the rights of indigenous cultural communities/indigenous people, creating a national commission of indigenous people, establishing implementing mechanisms, appropriating funds thereof, and for other purposes. Retrieved from: https://broom02.revolvy.com/topic/Indigenous%20Peoples%27%20Rights%20Act%20of%201997&item_type=topichronlineph.com/resources/domestic/ra-8371.

ISA Executive Committee. (2001). *Code of Ethics*. Retrieved from: www.isa-sociology.org/en/about-isa/code-of-ethics.

National Commission on Indigenous Peoples NCIP Administrative Order #1 Series of 2012: Indigenous knowledge systems and practices and customary laws research and documentation guidelines of 2012. Retrieved from: <http://ncipr1.com/wp-content/uploads/2014/10/Primer-NCIP-AO-1-S.-2012-IKSP-CL-Research-Docu.pdf>

Philippine National Health Research System. (2011). National ethical guidelines for health research, 2011. Philippines, Taguig City: Philippine Health Research Ethics Board Ad Hoc Committee for the Revision of the Ethical Guidelines, 2011.

University of the Philippines Manila Research Ethics Board. (2012). SOPs and Forms. Retrieved from: reb.upm.edu.ph/spos/-and-forms.

Annex A. CODE OF ETHICS IN SOCIAL SCIENCE RESEARCH



CODE OF ETHICS IN SOCIAL SCIENCE RESEARCH

Social science research is the systematic study of the whole spectrum of human behavior as represented by its various disciplines. Research helps us to understand individuals in society, in interaction with one another and with nature, within and across communities and nations, as influenced by past events and aspirations for the future. Given its powerful theories and methods, social science can contribute to the well-being of individuals and the development of society.

Along with the rigor of research procedures, it is expected that social science researchers will respect the individuals, groups and communities whose behaviors they seek to understand, and will value their rights and identities at all times. This Code of Ethics serves as the framework for fulfilling these responsibilities.

1. Integrity or the commitment to accuracy, intellectual honesty and truthfulness must be upheld in the conduct and reporting of studies. It involves scholarly rigor in obtaining, recording and analyzing data, and in reporting and publishing results. It means taking into consideration the long and short-term effects of research projects on the people, places, natural and social environments under investigation.
2. Confidentiality and anonymity of research participants should be maintained and their personal privacy protected. Unless data have been sourced from public documents, the identity of individuals in the study should not be revealed. Moreover, identities of individuals, groups or organizations who participated in a study can be revealed only when written permission is obtained from them by the researcher.
3. Informed consent must be obtained by researchers from the research participants without coercion or undue influence after they have explained the purpose and objectives of the study, the methods to be used in collecting information, the nature of the research participant's involvement, and potential risks in and benefits for their participation.

Annex A. Code of Ethics in Social Science Research (cont.)

4. Beneficence (“do good; do no harm”) should be ensured in the conduct of a study. This means enhancing the well-being and improving the situation of the populations under study, rather than undermining or endangering them in any way. Participants must be protected from possible harm, including physical, medical, psychological and social damage (such as distress, embarrassment, social stigma), and financial, criminal or civil liability.
5. Social justice should always be considered by researchers in the allocation of burdens and benefits to the research participants and their communities. The study or its results must not introduce nor exacerbate inequalities and inequities among the research participants and the community in the study area.
6. Cultural and gender sensitivity to traditions, cultural norms, and values, as well as gender related perspectives and practices, must always be observed by researchers in the conduct of the study. The esteem accorded by individuals and communities to their language and other forms of cultural knowledge and practices must be respected and acknowledged.
7. The protection of vulnerable and at-risk individuals and groups should be foremost in the mind of researchers when undertaking a study. These sectors include those who are marginalized or disadvantaged by virtue of their age, gender, social class, disability, ethnicity, and physical or mental health. Additional measures must be placed to protect them.

Annex B.

FORM NO. 1: SSERB APPLICATION FORM



Form No. 1: SSERB Application Form

Please accomplish this application form and submit online. Kindly provide 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.

Reference no. (to be filled by SSERB)

Date*

--	--

Name of researcher/applicant*

--	--

First

Last

Institution/Organization*

--

Applicant's position in the institution/organization

--

Address*

<i>Address Line 1</i>

<i>Address Line 2</i>

Phone*

Email*

--	--

Names of researchers*

Phone*

Email*

--	--	--	--

First

Last

--	--	--	--

First

Last

--	--	--	--

First

Last

Annex B.
Form No. 1: SSERB Application Form (cont.)

Project title*		
Project abstract (not more than 250 words; add 3-5 keywords)*		
Project (data collection) site(s) and address*		
Expected no. of research participants*	Age ranges of research participants*	Sex of research participants*
Planned commencement date*	Project duration*	
Funding source (if any) and contact details*		
Ethical concerns (Are there any ethical issues that the researcher anticipates in undertaking the project?)*		
Safeguards to carry out to comply with ethical standards*		

Annex B. Form No. 1: SSERB Application Form (cont.)

Attach copy of the Research/Study Protocol*

The study protocol should contain the following: (1) title, (2) rationale/significance (3) statement of the problem, (4) objectives, (5) literature review, (6) theoretical or conceptual framework, (7) methodologies, procedures, and instruments, (8) ethical considerations, and (9) data management and analysis plan.

Attach copy of the institutional certification or proof of endorsement*

Attach copy of the informed consent form or assent document*

Attach copy of the study tools*

Attach copy of the researchers' CVs*

Attach information regarding funding, sponsors and/or institutional affiliation*

Attach declaration of potential conflict of interest or declaration of no conflict of interest*

Attach copy of contracts and approval of relevant offices if the study is collaborative

Attach copy of proof of payment

I would like to receive information on future PSSC and SSERB-related activities.

Yes

No

This is to certify that the information contained in this application form and attached documents are true and correct.

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.

Signature of applicant

Received by

Date received

<input type="text"/>	<input type="text"/>
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You can print a copy of your completed form after clicking the submit button. A PDF format is available at the bottom of the page.

Submit

Save

Annex C.

FORM NO. 2: SSERB STUDY PROTOCOL ASSESSMENT FORM



Form No. 2: SSERB Study Protocol Assessment Form

Reference no. (to be filled by SSERB)

Date*

--	--

Project title*

--

Name of researcher*

--

Email*

--

INSTRUCTIONS

FOR THE RESEARCHER: Please summarize how you intend to address the ethical concerns cited below. If extensive discussion is included in the Study Protocol, please indicate the page and paragraph where this information can be found.

FOR THE REVIEWER: Please evaluate how well the researcher has addressed the indicated ethical considerations. Indicate your recommended action and sign the document.

ETHICAL ASPECTS OF THE RESEARCH PROJECT

A. RESPECT FOR PERSONS

In research, respect for persons is an acknowledgment that each human research subjects are “autonomous” and has the right to self-determination. The participants of the study must have adequate information regarding the research. This principle also requires that investigators protect subjects with diminished autonomy from exploitation and harm.

Researcher's Summary

--

Reviewer's Comment

--

ANNEX C.

Form No. 2: SSERB Study Protocol Assessment Form (cont.)

B. INTEGRITY

Integrity or the commitment to accuracy, intellectual honesty and truthfulness must be upheld in the conduct and reporting of studies. It involves scholarly rigor in obtaining, recording and analyzing data, and in reporting and publishing results. It means taking into consideration the long and short-term effects of research projects on the people, places, natural and social environments under investigation.

Researcher's Summary*

Reviewer's Comment

C. CONFIDENTIALITY, PRIVACY AND ANONYMITY

Confidentiality and anonymity of research participants should be maintained and their personal privacy protected. Unless data have been sourced from public documents, the identity of individuals in the study should not be revealed. Moreover, identities of individuals, groups or organizations who participated in a study can be revealed only when written permission is obtained from them by the researcher.

Researcher's Summary*

Reviewer's Comment

ANNEX C.**Form No. 2: SSERB Study Protocol Assessment Form (cont.)****D. INFORMED CONSENT**

Informed consent must be obtained by researchers from the research participants without coercion or undue influence after they have explained the purpose and objectives of the study, the methods to be used in collecting information, the nature of the research participant's involvement, and potential risks in and benefits of their participation.

Researcher's Summary

Reviewer's Comment

E. BENEFICENCE

Beneficence ("do good; do no harm") should be ensured in the conduct of a study. This means enhancing the well-being and improving the situation of the populations under study, rather than undermining or endangering them in any way. Participants must be protected from possible harm, including physical, medical, psychological and social damage (such as distress, embarrassment, social stigma), and financial, criminal or civil liability.

Researcher's Summary

Reviewer's Comment

ANNEX C.**Form No. 2: SSERB Study Protocol Assessment Form (cont.)****F. SOCIAL JUSTICE**

Social justice should always be considered by researchers in the allocation of burdens and benefits to the research participants and their communities. The study or its results must not introduce nor exacerbate inequalities and inequities among the research participants and the community in the study area.

Researcher's Summary

Reviewer's Comment

G. CULTURAL AND GENDER SENSITIVITY

Cultural and gender sensitivity to traditions, cultural norms, and values, as well as gender related perspectives and practices, must always be observed by researchers in the conduct of the study. The esteem accorded by individuals and communities to their language and other forms of cultural knowledge and practices must be respected and acknowledged.

Researcher's Summary

Reviewer's Comment

ANNEX C.

Form No. 2: SSERB Study Protocol Assessment Form (cont.)

H. PROTECTION OF VULNERABLE GROUPS

The protection of vulnerable and at-risk individuals and groups should be foremost in the mind of researchers when undertaking a study. These sectors include those who are marginalized or disadvantaged by virtue of their age, gender, social class, disability, ethnicity, and physical or mental health. Additional measures must be placed to protect them.

Researcher's Summary

Reviewer's Comment

RECOMMENDATION (for SSERB use only)

Reviewer's recommendation

- Approve Conditional approval Disapprove Clarificatory interview
 Modification (Additional information and/or requirements)

Remarks

Name of reviewer

--	--

First

Last

Signature of reviewer

Date

--	--

You can print a copy of your completed form after clicking the submit button. A PDF format is available at the bottom of the page.

Submit

Save

Annex D. INFORMED CONSENT FORM (TEMPLATE)

Informed Consent Form (Template)

The informed consent form must have two sections: an information sheet about the project and a consent statement. SSERB developed the template below to specify which information must be included in the form.

Project Title

Researchers' names

First	Last
First	Last
First	Last

Address

Address Line 1

Phone

Email

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Funding source/sponsor

Purpose of the study, research methods, and nature and extent of involvement of the research participants

Statement on risks and inconveniences

Statement on voluntariness of participation, freedom from coercion and inducement, freedom to withdraw at any point in the research

Statement on the protection of confidentiality, privacy and anonymity of participants during and after the data gathering stages

(e.g. management of audio or video recording, photos, transcripts and other data from the participants)

ANNEX D. Informed Consent Form (Template) (cont.)

Statement on benefits for the participants

Statement on compensation, emoluments and financial considerations (if applicable)

(e.g. reimbursement of travel, meal expenses)

Statement guaranteeing opportunities for participants to ask questions and express concerns

Statement indicating arrangements for special cases

(e.g. special provisions for minors, availability of legal representatives or psychologists if needed)

Contact person knowledgeable about the research and the rights of the participants

SSERB CONTACT INFORMATION

The ethical aspects of this research have been approved by the Social Science Ethics Review Board (SSERB). If you have any concerns or complaints about how this research is being/has been conducted, please contact:

Social Science Ethics Review Board (SSERB)
Philippine Social Science Council
2/F PSSCenter, Commonwealth Ave. Diliman, Quezon City
Tel no: 8929-2671
Email: sserb@pssc.org.ph

CONSENT STATEMENT

I am willing to participate in this study entitled _____. I have fully understood what this undertaking will entail. The researcher has explained to me its purpose and objectives, the method/s of getting data, the extent of my participation as well as remuneration, emoluments and other benefits that I will derive from my involvement.

I have not been forced or involuntarily induced to be involved in the study. I am aware that I can freely withdraw my involvement whenever I wish

Name and signature of research participant

Date

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Name and signature of principle researcher

Date

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Submit

Save

**Annex E.
SSERB REVIEW CHECKLIST**



SSERB Review Checklist

Reference no. (to be filled by SSERB)	Date

Project title

Name of applicant/researcher

CHECKLIST

- SSERB Application Form
- Certification of technical review/endorsement from the concerned institution/ organization
- Proof of payment of ethics review fee
- Research protocol
- SSERB Study Protocol Assessment Form
- Informed Consent or Assent Document (translated in the language and format best understood by research participants)
- Study tools (e.g., questionnaire, interview guide, debriefing script translated in the language and format best understood by research participants)
- Curriculum vitae of researchers who will be involved in the study, highlighting the relevant research and ethics trainings that they have attended
- Information regarding funding, sponsors, institutional affiliation
- Declaration of potential conflict of interest or declaration of no conflict of interest
- Copy of contracts or agreements if study is collaborative, and approval or endorsement of relevant Philippine government offices (e.g. NCIP, DSWD)

FOR SSERB USE ONLY

Verified complete by: _____

Approved for:

- Basic review
- Full review

By:

Date:

Annex F.

FORM NO. 3: SSERB FINAL REPORT FORM



Form No. 3: SSERB Final Report Form

This form must be submitted to SSERB upon completion of the study. Submit online and provide SSERB with one signed copy together with the supporting documents (you may print out the completed online form before pressing the submit button).

Reference no. (to be filled by SSERB)

Date

--	--

Project title*

Study protocol approval date

--	--

Name of researcher*

--

Address*

Phone

Email

--	--	--

Address Line 1

Project site(s) and address*

--

Brief description and objectives of the research project*

--

Number of participants at the start of research*

Number of participants at the end of research*

--	--

ANNEX F.
Form No. 3: SSERB Final Report Form (cont.)

Duration of the research project*

Funding source/sponsor and contact details*

Summary of amendments to the original protocol (including dates of approval), if any

Summary of risks documented in the conduct of study

Summary of complaints or grievances lodged by research participants, if any

Summary of benefits to research participants*

ANNEX F.
Form No. 3: SSERB Final Report Form (cont.)

Did you apply for continuing review of this project?	Indicate date of application for continuing review and SSERB action
<input type="checkbox"/> Yes <input type="checkbox"/> No	
List of informed consent form(s) used*	
<div style="border: 1px solid black; height: 60px;"></div>	
<i>Attach a copy of the informed consent form used*</i>	
Signature of applicant	
<div style="border: 1px solid black; height: 25px;"></div>	
Received by	Date received
<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>
RECOMMENDATIONS (for SSERB use only)	
COMMENTS OF REVIEWER	
<div style="border: 1px solid black; height: 60px;"></div>	
<i>(i.e. compliance with the terms of the approved protocol including post-approval review requirements, and overall assessment of risks against benefits in the conduct of study)</i>	
RECOMMENDED ACTION	
<input type="checkbox"/> Approve <input type="checkbox"/> Request additional information <input type="checkbox"/> Recommend further action	
Specify information or action required	
<div style="border: 1px solid black; height: 25px;"></div>	
NAME AND SIGNATURE OF REVIEWER	DATE
<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>
You may print out the completed online form before clicking the submit button.	
<div style="border: 1px solid black; border-radius: 15px; padding: 5px 15px; background-color: #d3d3d3;">Submit</div>	<div style="border: 1px solid black; border-radius: 15px; padding: 5px 15px; background-color: #d3d3d3;">Save</div>

Annex G.

FORM NO. 4: SSERB STUDY PROTOCOL AMENDMENT FORM**Form No. 4: SSERB Study Protocol Amendment Form Page**

This form is required if the researcher intends to revise or introduce changes to the approved research protocol. SSERB approval must be obtained before implementing these changes. Submit this form online and provide SSERB with one signed copy together with supporting documents (you may print out the completed online form before pressing the submit button)

Reference no. (to be filled by SSERB)

Date*

--	--

Project title*

Study protocol approval date*

--	--

Name of researcher*

--

Address*

Phone*

Email*

--	--	--

Address Line 1

Project site(s) and address*

--

Brief description and objectives of the research project*

--

Annex G. Form No. 4: SSERB Study Protocol Amendment Form (cont.)

Funding source/sponsor and contact details*

Date the project commenced

PROPOSED AMENDMENTS

Check all protocol amendments that apply

- | | |
|---|--|
| <input type="checkbox"/> Informed consent form/assent document | <input type="checkbox"/> Study tools/instruments |
| <input type="checkbox"/> Participant eligibility and selection criteria | <input type="checkbox"/> Collaborating institution |
| <input type="checkbox"/> Research design | <input type="checkbox"/> Project site |
| <input type="checkbox"/> Composition of the research team | <input type="checkbox"/> Others (specify) _____ |
| <input type="checkbox"/> Funding source/sponsor | |
| <input type="checkbox"/> Duration of the study | |

Please describe each amendment and provide rationale for the deviation*

(supporting documents, such as an updated informed consent form, researcher's CV or research instrument, must be attached)

Will the proposed amendments increase the risk to your research participants?*

- Yes No

Explain your answer*

Annex G.
Form No. 4: SSERB Study Protocol Amendment Form (cont.)

Signature of applicant

Received by

Date received

<input type="text"/>	<input type="text"/>
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RECOMMENDATIONS (for SSERB use only)

COMMENTS OF COMMITTEE CHAIR/REVIEWER

RECOMMENDED ACTION

- Approved Request additional information Recommend further action

Specify information or action required

NAME AND SIGNATURE OF REVIEWER

DATE

<input type="text"/>	<input type="text"/>
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You may print out the completed online form before pressing the submit button.

Submit

Annex H.

FORM NO. 5: SSERB CONTINUING REVIEW APPLICATION FORM**Form No. 5: SSERB Continuing Review Application Form**

This form must be submitted if the researcher, researcher's institution or funding agency wants SSERB to monitor compliance with the approved research protocol and issue another clearance. Submit online and provide SSERB with one signed copy together with supporting documents (you may print out the completed online form before pressing the submit button).

Reference no. (to be filled by SSERB)

Date*

--	--

Project title*

Study protocol approval date*

--	--

Name of researcher*

--

Address*

Phone*

Email*

--	--	--

Address Line 1

Project site(s) and address*

--

Brief description and objectives of the research project

--

Annex H.**Form No. 5: SSERB Continuing Review Application Form (cont.)**

Funding source/sponsor and contact details*

Date the project commenced

Have there been any amendments since the last review/approval?

Yes

No

If the answer is yes, describe these amendments briefly and indicate date/s of study protocol amendment submission/s.

Have there been any changes in the participant eligibility or selection criteria since the last review/approval?

Yes

No

If yes, explain changes and indicate date/s of study protocol amendment submission/s.

Have there been changes in the research design and study tools since the last review/approval?

Yes

No

Annex H.**Form No. 5: SSERB Continuing Review Application Form (cont.)**

If yes, explain changes and indicate date/s of study protocol amendment submission/s.

Have there been changes in the informed consent process or assent documentation since the last review/approval?

Yes No

If yes, explain changes and indicate date/s of study protocol amendment submission/s.

Attach latest version of participant information sheet and informed consent form/document.

Have participants withdrawn from this study since the last review/approval?

Yes No

If yes, explain circumstances surrounding withdrawal and explain how the researcher is managing these withdrawals.

Did you change the composition of your research team since last review/approval?

Yes No

If yes, indicate the names of the researchers and indicate date/s of study protocol amendment submission/s.

Annex H.
Form No. 5: SSERB Continuing Review Application Form (cont.)

Were there changes in collaborating institutions (addition or withdrawal) since the last review/approval?

Yes

No

If yes, indicate the institution that withdrew or was added. Indicate also if the new collaboration will result in conflict of interest.

Did you expand or add to your project site since the last review/ approval?

Yes

No

If yes, list the additional project site and its address, and indicate date/s of study protocol amendment submission/s.

Did you introduce other changes not mentioned above since the last review/approval? Explain.

Briefly discuss the progress of the project to date.

Annex H. Form No. 5: SSERB Continuing Review Application Form (cont.)

Signature of applicant	
Received by	Date received
RECOMMENDATIONS (for SSERB use only)	
COMMENTS OF COMMITTEE CHAIR/REVIEWER	
RECOMMENDED ACTION	
<input type="checkbox"/> Approved <input type="checkbox"/> Request additional information <input type="checkbox"/> Recommend further action	
Specify information or action required	
NAME AND SIGNATURE OF REVIEWER	DATE
You may print out the completed online form before pressing the submit button.	
<input type="button" value="Submit"/>	

Annex I.

FORM NO. 6: SSERB EARLY STUDY TERMINATION FORM**Form No. 6: SSERB Early Study Termination Form**

This form must be submitted to notify SSERB of premature termination or suspension of the research project which was earlier granted ethics clearance. Submit this online and provide SSERB with one signed copy (you may print out the completed online form before pressing the submit button).

Reference no. (to be filled by SSERB)

Date

--	--

Project title*

Study protocol approval date*

--	--

Name of researcher

--

Address

Phone

Email

--	--	--

Address Line 1

Project site(s) and address

--

Brief description and objectives of the research project

--

Funding source/sponsor and contact details

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ANNEX I.

Form No. 6: SSERB Early Study Termination Form (cont.)

When did the project commence?	When is the project supposed to end?
<input type="text"/>	<input type="text"/>
Number of participants who have participated in the project to date	
<input type="text"/>	
Summary of research results to date	
<input type="text"/>	
Reason/justification for termination/suspension	
<input type="text"/>	
Signature of researcher/applicant	
<input type="text"/>	
For SSERB use only	
Received by	Date
<input type="text"/>	<input type="text"/>
Remarks	
<input type="text"/>	
Action required	
<input type="text"/>	
You may print out the completed online form before pressing the submit button.	
<input type="button" value="Submit"/>	

About PSSC

The PSSC is one of the country's longest running private, non-stock, and financially viable, non-profit organization of professional social science associations and social science research and instructional institutions in the country.

Its mission is to advance the Philippine social sciences and, at the same time, serve as a platform for interdisciplinary dialogues and activities. PSSC has done this by providing support to the activities of its member-associations and institutions; administering grants and fellowships; conducting training workshops, fora and conferences; and pursuing and disseminating research.

For more details about the PSSC Social Science Ethics Review Board, please visit the PSSC-SSERB website <https://pssc.org.ph/sserb/>.