



## SSERB Review Checklist

Reference no. (to be filled by SSERB)

Date

Project title

Name of applicant/researcher

### CHECKLIST

- My study is in the field of social sciences and related fields
- My study has not been implemented or not yet at the data-gathering stage
- My study has not been submitted to other local ethics review committee/board in the Philippines
- SSERB Application Form
- SSERB Study Protocol Assessment Form
- Proof of payment of ethics review fee (may be submitted after classification of review type/category)
- Certification of technical review/endorsement from the concerned college/institution/organization (*this should attest that the college/institution/organization (1) reviewed the study for scientific soundness and (2) is endorsing the same to PSSC-SSERB for ethics review*)
- Research protocol - (1) title, (2) rationale/significance (3) statement of the problem, (4) objectives, (5) literature review, (6) theoretical or conceptual framework, (7) methodologies, procedures, inclusion, exclusion and withdrawal criteria for participants, and instruments, (8) ethical considerations, and (9) data management and analysis plan which should include plan for data security upon collection, storage, and disposal.
- Informed Consent or Assent Documents translated in the language and format best understood by research participants (ensure inclusion of all sections found in SSERB's informed consent form template)
- Study tools (e.g., questionnaire, interview or FGD guide) translated in the language and format best understood by research participants
  - It is best that the instruments be translated into the language and format best understood by the research participants prior to the application for ethics review. This is usually required for studies involving participants who are minor, not fluent with English, whose mother tongue is not Filipino or Tagalog, or those with low literacy.
- Curriculum vitae of researchers who will be involved in the study, highlighting the relevant research and ethics trainings they have attended
- Information regarding funding, sponsors, institutional affiliation (disclose if the study is self-funded or applying for a grant/sponsorship)



Declaration of potential conflict of interest

→ The information regarding funding and declaration of potential conflict of interest may be in the form of a signed letter addressed to Dr. Lourdes M. Portus, SSERB Chair and PSSC Executive Director. Examples of COI are:

- The researcher or a family member, friend or subordinate will be included as participants.
- The researcher will benefit directly or indirectly in the conduct of the research project.
- The researcher's personal biases may interfere with his/her impartial judgment.

→ Note that we recognize that the potential for COI will always exist; however, there is faith that the researchers will disclose them and manage these conflict issues in a way that the ultimate outcome of the protection of human participants remains.

Copy of contracts and approval of relevant offices (Memorandum of Agreement) if study is collaborative

**FOR SSERB USE ONLY**

**Verified complete by:** \_\_\_\_\_

**Approved for:**

- Basic review
- Full review

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

SSERB CHAIR/SSERB REO