**SSERB Review Checklist**

# Reference no. (to be filled by SSERB) Date of submission

# Project title

# Name of applicant/primary investigator

# DECLARATIONS

* My study is in the field of social sciences and related fields.
* My study has not been implemented and is not yet at the data-gathering stage.
* My study has not been submitted to other local ethics review committees/boards in the Philippines.
* I am aware that the review process will include getting comments and proposed revisions from the ethics review committee, responding to these comments and concerns, revising my study, and implementing it strictly following the approved version.
* I commit to following the post-approval process and requirements of PSSC-SSERB. I am aware that it may conduct spot checks and request access to any information or data at any time to monitor my compliance with the approved research protocol. It may also withdraw my Certificate of Research Ethics Clearance if it finds that information has been withheld or misrepresented; changes to the protocol were introduced without prior approval; the researcher has been found engaging in unethical practices; and the conditions contained in the Certificate have not been adhered to.
* I am aware that my institution, college, university, publisher, or funder may be notified should these violations happen.

**CHECKLIST; I confirm that I submitted the following to PSSC-SSERB:**

* 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 into 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 before the application for ethics review. This is usually required for studies involving minor participants, not fluent in English, whose mother tongue is not Filipino or Tagalog, or those with low literacy.
* Sample recruitment poster, caption, letter invitation, social media post, and all recruitment materials that the research team will use to recruit participants
* Curriculum vitae of researchers who will be involved in the study, highlighting the relevant research and ethics training they have attended
* Information regarding funding, sponsors, and 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 outcome of the protection of human participants remains.
* Copy of contracts and approval of relevant offices (Memorandum of Agreement) if the study is collaborative

**SIGNATURE OVER PRINTED NAME OF**

**APPLICANT/PRIMARY INVESTIGATOR:**

**DATE SIGNED:**

**FOR SSERB USE ONLY**

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

**Approved for:**

* Basic or expedited review
* Full review

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

SSERB CHAIR/SSERB REO