



III. CM CONSTITUENTS AS RESEARCH SUBJECTS/PARTICIPANTS

1. OBJECTIVES

This chapter of the manual aims to provide guidelines for Principal Investigators (PI) whose researches will request for UPCM faculty, students and staff (collectively called CM constituents) as research subjects/participants

2. SCOPE

UPCM recognizes and accepts the ethical review and disposition of submitted research protocols by the UP Manila Research Ethics Board (UPMREB). UPCM also adheres to the national, international, and institutional guidelines on the ethical conduct of research.

To protect the rights, well-being and safety of CM constituents, only those with current ethical approval by UPMREB and/or PHREB-accredited ERCs shall be allowed to conduct research at UPCM.

This procedure applies to PIs from UPCM and/or non-UPCM, non-UPM who will be requesting to include CM constituents as their research subjects/participants.

3. RESPONSIBILITIES

It is the responsibility of the PI to submit required documents to the Office of the College Secretary, to obtain informed consent prior the conduct of research to protect the rights and well-being of research participants, and to ensure that identity of randomly-selected participants will be kept with utmost confidentiality.

It is the responsibility of the College Secretary to review the research protocol and to recommend to the Dean the approval thereafter.

It is the responsibility of the RIDO Chief to review research protocols from other UPM colleges and non-UPM Colleges/Institutions which do not have UPMREB/ERC approval, and to recommend approval thereafter. It is the responsibility of the RIDO staff to register the research protocol onto the database by generating a unique RIDO study code.



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It is the responsibility of the Administrative Officer to release to the PI the names and contact numbers of the randomly-selected CM constituents only.

4. PROCESS FLOW OF INCLUSION OF CM CONSTITUENTS AS RESEARCH SUBJECTS/PARTICIPANTS

Activity	Responsible Person
Submits letter of request to deploy CM constituents as research participants	PI
Review and recommend letter of request	College Secretary
Forward request to RIDO for review and endorsement for approval	College Secretary
Endorses and registers research protocol	RIDO Chief
Final approval to deploy CM constituents as research participants	Dean
Forward approved request to the appropriate office	College Secretary
Provide names and contact numbers of CM constituents as research participants	Administrative Officer of the concerned office

WORK INSTRUCTIONS

4.1. Preparation of documents to be submitted for review by the College Secretary

4.1.1. The PI must submit the following documents to the Office of the College Secretary:

- Letter of request to deploy CM constituents as research participants
- Synopsis of the research protocol (to contain title of the study, name(s) of PI and advisers if applicable with contact numbers including name of department/institution where PI is



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connected, objective of the study, duration of the study, methodology, details on recruitment of participants, informed Consent Form (ICF), Questionnaires (if applicable). Synopsis should be 2-3 pages only with additional pages for ICF and Questionnaires (if applicable).

- CD/DVD copy of protocol
- Copy of UPMREB/ERC approval letter
- For non-UPM PIs, a short Curriculum Vitae (CV) of the PIs including advisers (if applicable) should be submitted also

4.2. Review and recommendation for approval of the request

4.2.1. For research protocols that have been approved by UPMREB and have been registered to RIDO, the Dean shall approve the request upon recommendation of the College Secretary.

4.2.2. For researches by PIs from other UPM Colleges and non-UPM Colleges/Institutions without UPMREB/ERC approval, the request shall be forwarded by the College Secretary to the RIDO Chief for review and recommendation to the Dean to approve/disapprove, and for registration. Upon recommendation of the RIDO Chief, the Dean shall approve the request.

4.2.3. The Dean shall have the final approval to grant permission or to disallow recruitment of CM constituents as research participants.

4.3. Post-approval coordination with concerned office

4.3.1. The approved request and documents shall be forwarded by the College Secretary to the following appropriate office for further action:

- For students – Office of the Student Records
- For faculty and staff – Personnel Records Office

4.3.2. The PI shall give the random number of participants to the Administrative Officer (AO) of the concerned office.

4.3.3. The AO shall release the names and contact numbers of randomly-selected CM constituents only.