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| C:\Users\NURSING\Desktop\UST Logo.jpg | C:\Users\NURSING\Desktop\UST CON Logo.png | **UST COLLEGE OF NURSING****Ethics Review Committee** |
| 1st Floor Room 105, St. Martin de Porres Building, España, Manila, Philippines 1015*Telephone*: (632) 406-1611 local 8362 | (632) 731-5738*Email*: erc-nursing@ust.edu.ph |

**Review Requirements and Checklist**

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| **PROTOCOL INFORMATION** |
| **Protocol Code:** | Click here to enter text. |
| **Protocol Title:** | Click here to enter text. |
| **Principal Investigator:** | Click here to enter text. |
| **Contact No:** | Click here to enter text. | **Email Address:** | Click here to enter text. |
| **Affiliation:** | Click here to enter text. |
| **Adviser** *(if applicable):* | Click here to enter text. |
| **Co-Investigator(s):** | Click here to enter text. |
| **Date of Submission:***(Accomplished by ERC Personnel)* | Click here to enter a date. |
| **Verified Complete:***(Accomplished by ERC Personnel)* | Click here to enter text. |
| **Review Classification:***(Accomplished by USTCON ERC)* | [ ]  Exempted Review [ ]  Expedited Review [ ]  Full Committee Review |
| **Classified By:***(Accomplished by USTCON ERC)* | Click here to enter text. | **Classified on:***(DD Month YYYY)* | Click here to enter a date. |

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| **BASIC DOCUMENTS** |
| [ ]  | Letter of Request addressed to the Dean of the UST College of Nursing | Three (3) Printed Copies |
| [ ]  | USTCON ERC Form 2.A: Review Requirements and Checklist | Three (3) Printed Copies |
| [ ]  | USTCON ERC Form 2.B: Protocol Registration and Application Form | Three (3) Printed Copies |
| [ ]  | USTCON ERC Form 2.C: Protocol and Informed Consent Assessment Form (*for expedited or full committee reviews only*) | Three (3) Printed Copies |
| **OR** |
| USTCON ERC Form 2.D: Protocol Review Exemption Form (*for exempted reviews only*) |
| [ ]  | Research Protocol (*with appendices/annexes, version number, & version date*)* **Paper Size**: Letter (8.5” by 11”)
* **Font Type**: Times New Roman or Arial
* **Font Size**: Size 12
 | Three (3) Printed Copies |
| [ ]  | Data Collection Forms (*appended in protocol*) | Three (3) Printed Copies |
| [ ]  | Informed Consent Forms in English and/or Filipino (*appended in protocol*) | Three (3) Printed Copies |
| [ ]  | Research Timeline/Gantt Chart (*appended in protocol*) | Three (3) Printed Copies |
| [ ]  | Line-Item-Budget or Study Budget (*appended in protocol*) | Three (3) Printed Copies |
| [ ]  | Curriculum Vitae of Principal Investigators and Research Team (*appended in protocol*) | Three (3) Printed Copies |
| [ ]  | Technical Review Certification and/or Endorsement (*attached as preliminary page in protocol*) | Three (3) Printed Copies |
| [ ]  | Electonic copies (in PDF file) of the following documents:1. research protocol and accompanying appendices
2. USTCON ERC Form 2.A
3. USTCON ERC Form 2.B
4. USTCON ERC Form 2.C
 | Submitted in one (1) Compact Disc (CD) |
| [ ]  | Photocopy of Official Receipt for ethics review fee *(see review fee below)* | One (1) Photocopy |
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| **STUDY-SPECIFIC DOCUMENTS** |
| [ ]  | Research intervention/experiment and intervention protocol *(for experimental or interventional studies)* | Three (3) Printed Copies |
| [ ]  | Assent Forms in English *(for studies involving minors and relevant populations deemed incompetent to sign an informed consent form; appended in protocol)* | Three (3) Printed Copies |
| [ ]  | Assent Forms in Filipino *(for studies involving minors and relevant populations deemed incompetent to sign an informed consent form; appended in protocol)* |  Three (3) Printed Copies |
| [ ]  | Good Clinical Practice (GCP) certification of investigators and research team | Three (3) Printed Copies |
| [ ]  | Memorandum of Agreement *(for collaborative and/or commissioned research)* | Three (3) Printed Copies |
| [ ]  | Previous ethical review approvals or clearances *(for investigators of foreign universities researching in the Philippines or those with prior ethical review)* |  Three (3) Printed Copies |
| [ ]  | National Commission for Indigenous People (NCIP) Clearance *(for studies with indigenous population; can be processed while USTCON ERC review is ongoing)* | Three (3) Printed Copies |
| [ ]  | Clearance or permit from respective regulatory authorities, as applicable *(such as FDA approval for clinical trials, DENR local transport permit, etc.)* | Three (3) Printed Copies |
| **USTCON Ethics Review Committee Payment Fee** |
| 1. **UST-Affiliated, Investigator-Initiated Researches**
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| [ ]  | Undergraduate Student Researches | PHP 3,000.00 |
| [ ]  | Post-Graduate Student Researches | PHP 5,000.00 |
| [ ]  | Faculty-Initiated Researches | PHP 5,000.00 |
| 1. **UST-Affiliated, Externally-Funded or Sponsored Researches**
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| [ ]  | Initial Review | PHP 15,000.00 |
| [ ]  | Continuing Review | PHP 7,500.00 |
| 1. **Non-Affiliated, Investigator-Initiated Researches**
 |
| [ ]  | Undergraduate Student Researches | PHP 5,000.00 |
| [ ]  | Post-Graduate Student Researches | PHP 7,500.00 |
| [ ]  | Faculty-Initiated Researches | PHP 7,500.00 |
| 1. **Non-Affiliated, Externally-Funded or Sponsored Researches**
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| [ ]  | Initial Review | PHP 30,000.00 |
| [ ]  | Continuing Review | PHP 15,500.00 |