INSTITUTIONAL REVIEW BOARD

IRB CHECKLIST FOR INITIAL SUBMISSION (FORM 2.2)

Protocol package for Clinical trial and/or sponsor-initiated studies:

- ☐ Letter of Application & Full protocol
- ☐ Protocol Summary
- ☐ Investigator's Brochure
- ☐ Data collection form/s
- ☐ Informed Consent form (English, Tagalog, and local dialect (Hiligaynon))
- ☐ Budget
- ☐ Curriculum Vitae of the Principal Investigator and his/her co-investigators
- ☐ GCP Certificate of the Principal Investigator and his/her co-investigators
- ☐ Declaration of No Conflict of Interest of Investigators/Researchers
- ☐ Photocopy of valid PRC Licence
- ☐ GANTT Chart (as necessary)
- ☐ Advertisement, Diary card and other related documents
- ☐ Case report form/s
- ☐ Certificate of Technical Review (as necessary)

**Ten (10) copies of this protocol package should be submitted to the IRB.*

Protocol package for researcher-initiated studies (residents, staff, students, government sector and private sector, etc.):

- ☐ Letter of Application & Full protocol (Chapter 1-3) (A4 Bond Paper)
- ☐ Executive summary that follows research project proposal format
- ☐ Data collection form/s
- ☐ Informed Consent form (English/Tagalog, and local dialect (Hiligaynon))
- ☐ Budget (as necessary)
- ☐ Curriculum Vitae of the PI and co-investigators (with 2x2 picture)
- ☐ Declaration of No Conflict of Interest of Investigators/Researchers
- ☐ GCP Certificate (for intervention studies only)
- ☐ Photocopy of valid PRC Licence
- ☐ GANTT Chart (as necessary)
- ☐ Certificate of Technical Review

➢ *For submissions you may submit your application at SPH-IRB located at 4th Floor Cancer Center Building and look for Sr. Gertrude Caryls Kuebler, SPC or Ms. Queenie Crisostomo. You may contact us also through our telephone number 337-2742 local 7306.*