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| UNIVERSITY OF SANTO TOMAS HOSPITALRESEARCH ETHICS COMMITTEE 6th Floor St. John Macias O.P. Building  A.H. Lacson St. Sampaloc, Manila 1015 Philippines  Telephone: +63 2 8731-3001 local 2610  Email: *usth\_irb@yahoo.com.ph*  **UNIVERSITY OF SANTO TOMAS HOSPITAL** España Blvd., Manila logo copy |

**PROVISIONAL AGENDA**

**<ordinal> REGULAR MEETING**

**< Date\_Month\_Year >**

**Time, Venue**

1. **OPENING PRAYER**
2. **CALL TO ORDER**
3. **DECLARATION OF QUORUM**
4. **DISCLOSURE OF CONFLICT OF INTEREST**
5. **APPROVAL OF THE PROVISIONAL AGENDA**

|  |  |  |
| --- | --- | --- |
| **Type of Submissions** | **Full Board Review** | **Expedited Review** |
| New Protocol |  |  |
| Clarificatory Interview |  |  |
| Resubmission |  |  |
| Amendments |  |  |
| SAEs |  |  |
| Deviation / Non Compliance |  |  |
| Continuing Review & Progress Report |  |  |
| Site Visit |  |  |
| Final Report |  |  |
| Early Termination |  |  |
| **Total:** |  |  |

1. **REVIEW AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**
2. **BUSINESS ARISING FROM THE MINUTES OF THE MEETING**
3. **NEW BUSINESS**
4. **FULL REVIEW OF PROPOSALS** 
   1. **NEW PROTOCOLS FOR INITIAL FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **PROTOCOLS FOR CLARIFICATORY INTERVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **RESUBMITTED PROTOCOLS FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **PROGRESS REPORTS FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **PROTOCOL AMENDMENT FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **PROTOCOL DEVIATION & VIOLATIONS REPORT FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **SAE and SUSAR REPORTS FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **CONTINUING REVIEW APPLICATIONS FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **FINAL REPORTS FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **EARLY TERMINATION REPORTS FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **SITE VISIT REPORTS FOR FULL REVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

* 1. **QUERIES OR COMPLAINTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **USTH-REC Prot. Ref. No.** | **Protocol Title** | **Principal Investigator** | **Primary Reviewers** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

1. **REPORTS ON EXPEDITED REVIEW OF PROPOSALS** 
   1. **NEW PROTOCOLS FOR EXPEDITED REVIEW**

|  |  |
| --- | --- |
| USTH-REC Prot. Ref. No. | **REC-YYYY/MM/NNN/LL** |
| Submission Date | < Date\_Month\_Year > |
| Protocol No./Title |  |
| Principal Investigator |  |
| Department |  |
| Sponsor |  |
| Type of Research |  |
| Type of Review |  |
| Primary Reviewers | <Name of Primary Reviewer – Dept> |
| Documents Submitted: |  |
| Comments and Recommendations |  |
| Decision: |  |
| Decision letter date |  |

* 1. **RESUBMITTED PROTOCOLS FOR EXPEDITED REVIEW**

|  |  |
| --- | --- |
| USTH-REC Prot. Ref. No. | **REC-YYYY/MM/NNN/LL** |
| Submission Date | < Date\_Month\_Year > |
| Protocol No./Title |  |
| Principal Investigator |  |
| Department |  |
| Sponsor |  |
| Type of Research |  |
| Type of Review |  |
| Primary Reviewers | <Name of Primary Reviewer – Dept> |
| Documents Submitted: |  |
| Comments and Recommendations |  |
| Decision: |  |
| Decision letter date |  |

* 1. **PROTOCOL AMENDMENT APPLICATION FOR EXPEDITED REVIEW:**

|  |  |
| --- | --- |
| USTH-REC Prot. Ref. No. | **REC-YYYY/MM/NNN/LL** |
| REC Initial Approval Date |  |
| Submission Date | < Date\_Month\_Year > |
| Protocol No./Title |  |
| Principal Investigator |  |
| Department |  |
| Sponsor |  |
| Type of Research |  |
| Type of Review |  |
| Primary Reviewers | <Name of Primary Reviewer – Dept> |
| Documents Submitted: |  |
| Reasons for Amendment |  |
| Comments and Recommendations |  |
| Decision: |  |
| Decision letter date |  |

* 1. **CONTINUING REVIEW APPLICATION FOR EXPEDITED REVIEW**

|  |  |
| --- | --- |
| USTH-REC Prot. Ref. No. | **REC-YYYY/MM/NNN/LL** |
| REC Initial Approval Date |  |
| Submission Date | < Date\_Month\_Year > |
| Protocol No./Title |  |
| Principal Investigator |  |
| Department |  |
| Sponsor |  |
| Type of Research |  |
| Type of Review |  |
| Primary Reviewers | <Name of Primary Reviewer – Dept> |
| Documents Submitted: |  |
| Comments and Recommendations |  |
| Decision: |  |
| Decision letter date |  |

* 1. **FINAL REPORTS FOR EXPEDITED REVIEW**

|  |  |
| --- | --- |
| USTH-REC Prot. Ref. No. | **REC-YYYY/MM/NNN/LL** |
| REC Initial Approval Date |  |
| Submission Date | < Date\_Month\_Year > |
| Protocol No./Title |  |
| Principal Investigator |  |
| Department |  |
| Sponsor |  |
| Type of Research |  |
| Type of Review |  |
| Primary Reviewers | <Name of Primary Reviewer – Dept> |
| Documents Submitted: |  |
| Summary of Results | |  |  | | --- | --- | | No. of study participants in the beginning of the study: |  | | No. of participants at the end of the study: |  | | Duration of the study (inclusive dates: |  | | Initial Recruitment Date: |  | | End of Recruitment Date: |  | |
| Conclusion |  |
| Comments and Recommendations |  |
| Decision: |  |
| Decision letter date |  |

1. **PROTOCOLS FOR EXEMPT REVIEW:**

|  |  |
| --- | --- |
| USTH-REC Prot. Ref. No. | **REC-YYYY/MM/NNN/LL** |
| Submission Date | < Date\_Month\_Year > |
| Protocol No./Title |  |
| Principal Investigator |  |
| Department |  |
| Type of Review |  |
| Type of Research |  |
| Primary Reviewers | <Name of Primary Reviewer – Dept> |
| Documents Submitted: |  |
| Comments and Recommendations |  |
| Decision: |  |
| Decision letter date |  |

1. **OTHER MATTERS**
2. **ADJOURNMENT**

**Agenda of the meeting prepared by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OVER PRINTED NAME**

REC Office Secretary

**Reviewed by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OVER PRINTED NAME**

REC Member Secretary

**Noted by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OVER PRINTED NAME**

REC Head