



UNIVERSITY OF SANTO TOMAS HOSPITAL



RESEARCH ETHICS COMMITTEE

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MD-IR-MEMO-51-26

TO : ALL PRINCIPAL INVESTIGATORS TRAINEES, CONSULTANTS,
ALL RESEARCH STAKEHOLDERS & SPONSORS

FROM: HEAD, RESEARCH ETHICS COMMITTEE

SUBJECT : USTH REC WEBSITE

DATE : 15 JANUARY 2026

This is to inform all concerned that the **University of Santo Tomas Hospital – Research Ethics Committee (USTH-REC)** has fully transitioned to an **online platform** to enhance efficiency, transparency, and accessibility of REC processes.

The **USTH-REC Website**, operational since **January 2025**, may be accessed at usthrec.online and serves as the **official platform** for REC-related submissions, communications, and monitoring of research activities.

Key Uses and Features of the USTH-REC Website

The website provides the following important functions for investigators and research stakeholders:

- **Online submission portal** for new research protocols, resubmissions, amendments, protocol deviations, renewals of ethics approval, progress reports, SAE reports, and final reports, with step-by-step instructions
- **Research submission status tracking**, allowing investigators to monitor whether their studies are:
 - ❖ Submitted
 - ❖ Under review
 - ❖ Approved
 - ❖ Ongoing
 - ❖ For revision
 - ❖ Completed or closed
- **Downloadable resources**, including:
 - ❖ Standard Operating Procedures (SOPs)
 - ❖ REC application and reporting forms
 - ❖ Ethics reference guidelines (local and international)



- **Protocol submission database** for institutional record-keeping
- **Accreditation and recognition information** of the USTH-REC
- **Monthly cut-off dates and meeting schedules**
- **Inquiry, contact section and complaints** for official concerns, clarifications, and follow-ups

All investigators, trainees, consultants, sponsors, and research stakeholders are **strongly encouraged to regularly utilize the USTH-REC website** for:

- Research submissions and resubmissions
- Follow-up of protocol review status
- Monitoring approval validity and reporting deadlines
- Accessing updated REC policies, forms, and announcements

The use of the website ensures **timely processing, accurate documentation, and efficient communication** between the REC and the research community.

For your information, guidance, and compliance.


JOSEPHINE M. LUMITAO, MD, MHPEd
 REC Head

Noted by:


CHARITO P. MALONG-CONSOLACION, MD, MHA
 Medical Director

Cc: Department of Medical Education & Research
 Department Research Committee
 Department Chairs & Training Officers