



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)

“Let us keep the tradition of caring and healing which the University of Santo Tomas Hospital is known for.”
España Blvd., Manila 1015 Philippines, Tel. Nos. (632)731-3001 to 29; 731-3901 to 15; 731-0316 to 20; <http://www.usthospital.com.ph>

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- **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.

J. Lumitao
JOSEPHINE M. LUMITAO, MD, MHPEd
REC Head

Noted by:

C. P. Malong
CHARITO P. MALONG CONSOLACION, MD, MHA
Medical Director

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