ETHICS REVIEW BOARD
College of Social Sciences and Philosophy
University of the Philippines Diliman

CSSP-ERB PRELIMINARY SCREENING FORM

I. Initial Review Submission Requirements

The following are the requirements for the CSSP-ERB to begin the review process for your research:

- ☐ Completed CSSP-ERB Initial Review Submission Form
- ☐ Study Protocol
- ☐ Informed Consent Forms (ICF) and Assent Forms (if applicable)
- ☐ Curriculum Vitae (CV) for Principal Investigator/s (if professional but non-student)
- ☐ Materials to be provided to the participants, which are not included in the proposal, such as advertisements, questionnaires, participant diaries, etc.

- Obtain the official and dated acknowledgment (attached below) from the CSSP-ERB that your application and attachments are complete and had been received by the Office.
- For assistance, you may send an email to CSSP-ERB Office: csspethicsboard.upd@up.edu.ph

II. Preliminary Screening

A. Following the definitions below, is the proposed study a human participants research or research involving human participants?

- "Human subjects research" is any research that involves human participants.
- "Research" is as a systematic investigation--including research development, testing and evaluation--designed to develop or contribute to generalizable knowledge.
- "A human participant" is a living individual about whom a researcher/investigator (whether professional or student) conducting research:
  a. obtains information or biospecimens through intervention or interaction with the individual, and uses studies, or analyzes the information or biospecimens; or
  b. Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

☐ Yes ☐ No

B. If your answer above is YES, in order for the CSSP-ERB to determine if your study protocol is exempt from review, indicate if the proposed research is any of the following:

1. research to be conducted in established or commonly accepted educational settings that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This includes most research on regular and special education instructional strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

   ☐ Yes ☐ No

2. A research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one (1) of the following criteria is met:
   a) The information obtained is recorded by the researcher/investigator in such a manner that the identity of the human participants cannot readily be ascertained, directly or through identifiers linked to the participants;
   b) Any disclosure of the human participants' responses outside the research would not reasonably place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, educational advancement, or reputation; or

c) The information obtained is recorded by the researcher in such a manner that the identity of the human participants can readily be ascertained directly or through identifiers linked to the participants and an ERB or similar body conducts a *limited review*.

☐ Yes ☐ No

3. A research involving benign behavioral interventions in conjunction with the collection of information from an adult participant through verbal or written responses (including data entry) or audiovisual recording if the participant prospectively agrees to the intervention and information collection and at least one of the following criteria is met:
   a) The information obtained is recorded by the investigator in such a manner that the identity of the human participant cannot readily be ascertained, directly or through identifiers linked to the participants;
   b) Any disclosure of the human participants' responses outside the research would not reasonably place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, educational advancement, or reputation; or
   c) The information obtained is recorded by the investigator in such a manner that the identity of the human participants can readily be ascertained, directly or through identifiers linked to the subjects, and an ERB or similar review body conducts *a limited review*.

   ☐ Yes ☐ No

4. A secondary research for which consent is not required: Secondary research uses of identifiable private information or identifiable biospecimens, if at least one of the following criteria is met:
   a) The identifiable private information or identifiable biospecimens are publicly available;
   b) Information, which may include information about biospecimens, is recorded by the investigator in such a manner that the identity of the human participants cannot readily be ascertained directly or through identifiers linked to the participants, the investigator does not contact the participants, and the investigator will not re-identify participants;
   c) The research involves only information collection and analysis involving the investigator's use of identifiable health information when that use is regulated under the Data Privacy Act of 2012 and its Implementing Rules and Regulations.
   d) The research is conducted by, or on behalf of, a government department or agency using government-generated or government-collected information obtained for non-research activities, if the research generates identifiable private information that is or will be maintained on information technology that is subject to and in compliance with applicable data privacy laws.

   ☐ Yes ☐ No

5. A research and demonstration project that is conducted or supported by a government department or agency, or otherwise subject to the approval of department or agency heads (or the approval of the heads of bureaus or other subordinate agencies that have been delegated authority to conduct the research and demonstration project), and that is designed to study, evaluate, improve, or otherwise examine public benefit or service programs, including procedures for obtaining benefits or services under those programs, possible changes in or alternatives to those programs or procedures, or possible changes in methods or levels of payment for benefits or services under those programs. Such projects include, but are not limited to, internal studies by national or local government employees, and studies under contracts or consulting arrangements, cooperative agreements, or grants.

   ☐ Yes ☐ No

6. A taste and food quality evaluation and consumer acceptance studies: if wholesome foods without additives are consumed, or if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by a relevant government agency.

   ☐ Yes ☐ No

7. A storage or maintenance for secondary research for which broad consent is required: Storage or maintenance of identifiable private information or identifiable biospecimens for potential secondary research use if an ERB or a similar review body conducts a limited review.

   ☐ Yes ☐ No

8. A secondary research for which broad consent is required: Research involving the use of identifiable private information or identifiable biospecimens for secondary research use, if the following criteria are met:
   a) Broad consent for the storage, maintenance, and secondary research use of the identifiable private information or identifiable biospecimens was obtained;
   b) Documentation of informed consent or waiver of documentation of consent was obtained;
   c) An ERB or a similar review body conducts a limited review and makes the determination that the research to be conducted is within the scope of the broad consent; or
   d) The investigator does not include returning individual research results to subjects as part of the study plan. This provision does not prevent an investigator from any legal requirements to return individual research results.

   ☐ Yes ☐ No

C. Answer the following to help the CSSP-ERB to determine if the research is expeditable:

- Select the item below that best describes the risk level for this research:

☐ Greater than minimal risk ☐ Minimal or no known risk

"Minimal risk" means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

If the research involves prisoners, select the "Greater than minimal risk" option above. (CSSP-ERB does not conduct expedited review of research involving prisoners.)

D. If you selected "Minimal or no known risks" above, indicate the applicable description(s) of the research:

☐ Data or Specimens:

- ☐ Research using records/materials that have been collected or will be collected for non-research purposes
- ☐ Prospective collection of specimens or data for research purposes through non-invasive means
- ☐ Blood samples

☐ Behavior/Individual Characteristics:

- ☐ Collection of data from recordings made for research purposes
- ☐ Research on individual or group characteristics or behavior using methods such as, but not limited to surveys, interviews, focus groups, and program evaluation

☐ None of the above

E. Has this research been submitted to an ethics review board or similar review body?

☐ No ☐ Yes

If YES, please provide the details below:
Name of ERB: _____
Date reviewed: _____
Review Result (Approved or Disapproved): _____

Summary of Feedback from the ERB (if applicable):
_____
_____
_____

ACKNOWLEDGMENT

This is to acknowledge that the CSSP-ERB Office has received the complete research ethics clearance application of:

Name: _____ Date: _____

Study Title: _____

_____ _____
Printed Name & Signature of Receiving Staff Printed Name & Signature of Applicant