

	<b>WEST VISAYAS STATE UNIVERSITY UNIFIED RESEARCH ETHICS REVIEW COMMITTEE</b>	SOP No: 1
	<b>1. STRUCTURE AND COMPOSITION</b>	Version No: 03
		Approval Date: 04/14/21
		Effective Date: 09/20/21

## 1. URERC Structure and Composition

- 1.1. Appointment of URERC Members
- 1.2. Appointment of Independent Consultants
- 1.3. Training of URERC Members and Staff

<b>FORM 1.1</b>	<b>LETTER OF APPOINTMENT OF URERC MEMBER</b>
<b>FORM 1.2</b>	<b>LETTER OF APPOINTMENT OF URERC OFFICER</b>
<b>FORM 1.3</b>	<b>CURRICULUM VITAE</b>
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<b>FORM 1.5</b>	<b>INVITATION TO INDEPENDENT CONSULTANT</b>
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Supersedes:	January 12, 2017 SOP of the UBRERC
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## 1.1 Appointment of URERC Members

### 1.1.1 Purpose

To describe the appointment procedures of the members of the West Visayas State University-Unified Research Ethics Review Committee (WVSU-URERC) and to identify the roles and responsibilities of URERC officers and members.

### 1.1.2 Scope

The membership SOPs cover the nomination and appointment procedures of URERC members and officers. The SOP starts from defining the membership composition to completion of documents of new members.

### 1.1.3 Responsibility

The URERC determines the need to consider new members.

It is the responsibility of the URERC Chair to submit the list of potential members and to obtain appointment letters from the WVSU President. It is the responsibility of the WVSU President to formally appoint the members and officers of the URERC after due consultation with the current members of the URERC. While the URERC remains under the authority of the WVSU President, it has to maintain its independence and develop its competence related to decision making as defined in international and national guidelines.

### 1.1.4 Process Flow/Steps

STEP NO.	ACTIVITY	PERSON/S RESPONSIBLE	TIMELINE
1	Define the composition of the membership of the URERC and determine the need for new members.	Chair, Members	<b>To be done 60 days before expiry of appointment</b>
2	Open the nomination of new URERC Members	Chair, Members	
3	Invite the nominated member(s)	Chair, Secretariat	
4	Receive acceptance of nominated member(s)	Secretariat	
5	Submit the nominated member(s) to the Office of the WVSU President for appointment	Chair, Secretariat	

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STEP NO.	ACTIVITY	PERSON/S RESPONSIBLE	TIMELINE
6	Receive the signed official appointment of URERC Member(s) and Officers from the Office of the WVSU President	Secretariat	
7	Ensure completion of membership documents	New Member(s), Secretariat	
8	Organize and complete the documents in the Membership Files	Secretariat	

*Diagram 1. Steps in Appointing URERC Members*

### 1.1.5 Detailed Instructions

#### Step 1 Define the composition of the membership of the URERC

- 1.1. The Chair and the existing members discuss the qualifications of additional/new members.
- 1.2. The URERC shall be composed of at least **14** members.
- 1.3. Its membership shall be multidisciplinary. The URERC members should have diverse background and experience to foster a comprehensive and efficient review of research activities commonly conducted by its own affiliated and non-affiliated researchers.
- 1.4. The membership shall include persons whose primary concerns are in medical science and/or public health, with at least one member who is in a non-medical/non-scientific area, and at least one member who is not affiliated with WVSU and West Visayas State University Medical Center (WVSUMC).
- 1.5. Relevant expertise may include medicine and research, social or behavioral science, law, philosophy, environmental science and public health. It is recommended that the URERC should include a person who will represent the interest and concerns of the community.
- 1.6. The URERC shall aim for adequate representation of men and women members in order to promote gender sensitivity in its review procedures.
- 1.7. The URERC shall have representatives from both the older and younger generations.
- 1.8. During review meetings, the URERC shall adhere to quorum requirements as defined in international and national guidelines for URERCs that review health research. When reviewing clinical trials involving children or pediatric patients, a pediatrician or child development specialist shall be present during its board meeting. (Refer to SOP No. 4 Review Procedures)

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**Step 2 Open the nomination of new URERC members**

- 2.1. Members are selected based on their good moral character and personal capacities, their scientific expertise and knowledge of ethical principles, as well as their willingness to volunteer their time and effort to perform their functions in the URERC.
- 2.2. Members shall have prior training in research ethics, research methodology, and good clinical practice or should be willing to undergo continuing training during their membership.
- 2.3. During the URERC meeting the Chair presents the credentials of the person being nominated. URERC Members discuss and decide by consensus on the final list of nominees. Conflict of interest (COI) issues of nominees shall also be discussed.

**Step 3 Invite the nominated member(s)**

- 3.1. The URERC Chair issues a letter of invitation for the nominated member(s) to become a member of the ethics committee.
- 3.2. The letter of invitation is sent to the nominated member(s).

**Step 4 Receive acceptance of nominated member(s)**

- 4.1. The Secretariat receives the signed letter of invitation from the new member(s).

**Step 5 Submit the nominated member(s) to the Office of the WVSU President for appointment**

**5.1. Selecting Members**

- 5.1.1. The appointment letter (Form 1.1 Letter of Appointment of URERC Member) shall include conditions of appointment, term of office, ethics training privileges and honorarium (if any), as follows:
  - A. Members are appointed for a period of three (3) years and renewable for several consecutive terms depending on their willingness and performance.
  - B. Willingness to make public his/her full name, profession, and affiliation as an URERC member.
  - C. Members shall disclose all financial accountability related to their work in the URERC that may record and publicly disclose its financial statements upon request.
  - D. The newly appointed member shall sign the “*conforme*” in the appointment letter to manifest acceptance.

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E. Members shall sign the Form 1.4 Confidentiality and Conflict of Interest Agreement. The agreement shall cover all applications, meeting deliberations, information on research participants and related matters.

- 5.1.2. The appointment letter shall contain the responsibilities of an URERC Member (Refer to ANNEX A, Number 1).
- 5.1.3. Appointment of Non-Medical/Non-Scientific Member of the URERC should contain an attachment of their responsibilities as follows:

The non-medical or non-scientific members of the URERC shall focus on the human subject/participant concerns and review the informed consent process and the informed consent forms to ensure adequate the proper application of international and national principles and guidelines.

- 5.1.4. The URERC shall adopt some mechanism to enable participation of new members with fresh outlook and approaches, but it shall also strive to ensure continuity, as well as the development and maintenance of expertise.

**5.2. Selecting Officers**

- 5.2.1. The URERC Chair, Vice-Chairs, Member Secretary and the Assistant Member Secretary are nominated by the members of the URERC. They should be highly-respected individuals within or outside the institution, fully capable of managing the URERC and ensuring fairness and impartiality in dealing with matters brought to the URERC. They should have the following qualifications:
  - A. Good personal characteristics and reputation;
  - B. Have training on Basic Research Ethics, Good Clinical Practice in Research and advanced courses on Research Ethics in the past 3 years;
  - C. Have been a member of an Ethics Review Committee for **at least 3 years.**
- 5.2.2. The WVSU President is responsible for appointing the URERC Officers with due consideration to the URERC recommendations.
- 5.2.3. The WVSU President issues an appointment letter that identifies the URERC Officers (Form 1.2 Letter of Appointment of URERC Officer).
- 5.2.4. The appointment letter should include an attachment of the responsibilities of the URERC Officers (Refer to ANNEX A, Number 2.)

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**Step 6 Receive the signed official appointment of URERC Member(s) and Officers from the Office of the WVSU President**

- 6.1. The Secretariat receives the official appointment of the URERC Member(s) and Officers from the Office of the WVSU President.

**Step 7 Ensure completion of membership documents**

- 7.1. The new member with the assistance of the Secretariat shall ensure completion of membership documents
  - A. After the approval of the appointment, newly appointed members/officers should complete all documents in their Membership File.
  - B. Upon the acceptance of their appointment, and before assuming their responsibilities as members/officers, they shall sign and date the Terms of Reference (TOR) of the appointment letter indicating their willingness to assume their responsibilities.
  - C. The Secretariat provides duplicate copies of Form No. 1.4 Confidentiality and Conflict of Interest Agreement to newly appointed members of the URERC, one copy for the member and the other for the membership file. For each proposal/protocol that they review, they must disclose their COI (any interest or involvement such as financial, professional or otherwise in a research proposal under review).
  - D. The appointee is also required to submit an updated, signed and dated curriculum vitae, and the completed training record including photocopies of relevant training certificates.

**Resignation, Disqualification, and Replacement of Members**

- A. Members may resign their positions by submitting a letter of resignation to the Chair and endorsed to the WVSU President.
- B. Members may be separated from the committee by disqualification for valid reasons as determined by majority vote of the committee members.
- C. Members who have resigned or have been disqualified may be replaced by following the nomination and appointment procedures previously stated.
- D. The terms of replacement shall be limited to the remaining term of the member that he/she has replaced.

**Step 8 Organize and complete the documents in the Membership Files**

- 8.1. The Membership Files shall contain the following:
  - A. Appointment letter signed and dated by the appointee;

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- B. Updated curriculum vitae that is signed and dated by the member;
- C. The CV is updated every time the appointment is renewed;
- D. Training record and photocopy of training certificates of relevant trainings;
- E. Confidentiality and Conflict of Interest Agreement signed and dated by the member;

8.2. The URERC Staff creates one membership file for each member, and files the following documents in each member's file.

- A. Letter of Appointment
- B. Curriculum Vitae
- C. Training records
- D. Confidentiality and Conflict of Interest Agreement

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## 1.2. Appointment of Independent Consultants

### 1.2.1 Purpose

To describe the procedures for the appointment of WVSU-URERC consultants.

### 1.2.2 Scope

This SOP describes the procedures for engaging the services of a professional/expert as a consultant to the WVSU-URERC. If the Chair of the WVSU-URERC determines that a study involves procedure(s) that are not within the area of competence or expertise of the URERC Members, the Chair may invite individuals with expertise in special areas to assist in the review of proposals/protocols that require such expertise in addition to those available within the URERC.

### 1.2.3 Responsibility

Upon the advice or recommendation of the Secretariat or any URERC Member, the URERC Chair may appoint the name of the independent consultant.

### 1.2.4 Process Flow/Steps

STEP NO.	ACTIVITY	PERSON/S RESPONSIBLE	TIMELINE
1	Assess the need for Independent Consultants and seek approval for contracting their services	Chair, Member Secretary, Members	To be done every quarter
2	Invite/Recruit an Independent Consultant	Chair, Secretariat	To be completed within 30 days
3	Discuss qualification of invited Independent Consultant	Members	
4	Recommend and acquire appointment from the WVSU President	Chair, Staff	
5	Organize and complete the documents in the Independent Consultant Files	Secretariat	

*Diagram 2. Steps in Appointing Independent Consultants*



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### 1.2.5 Detailed Instructions

#### **Step 1 Assess the need for Independent Consultants and seek approval for contracting their services**

- 1.1. The URERC Chair, Member Secretary and the members assess the need for independent consultants (IC) and seek approval for contracting their services
- 1.2. Considering the nature of the proposal/protocol for review, the Chair with the Members identify the expertise needed that the URERC membership may not have.
- 1.3. The Chair submits the names of independent consultants to the WVSU Vice President for Research, Extension and Training (VPRET) to request for corresponding honorarium.

#### **Step 2 Invite/Recruit an Independent Consultant**

- 2.1. Once the Chair decides to invite an independent consultant, the URERC Secretariat prepares the letter of invitation (Form 1.5 Invitation to Independent Consultant) that includes the Terms of Reference (TOR) - duration of consultancy, general overview of deliverables.
- 2.2. The URERC Secretariat requests for a copy of the consultant's curriculum vitae (CV).

#### **Step 3 Discuss the qualification of the Independent Consultant**

- 3.1. The URERC Members review the CV of the independent consultant and discuss his/her qualifications with the URERC Chair
- 3.2. The Chair approves the nomination of the IC if there are no objection from the URERC members.

#### **Step 4 Recommend and acquire appointment from the WVSU President**

- 4.1. The URERC Staff sends the appointment letter to the independent consultant after it is signed by the WVSU President together with the duplicate copies of the Confidentiality and Conflict of Interest Agreement Form for the consultant's signature.
- 4.2. The URERC Staff asks the independent consultant to sign and date his acceptance of the TOR of the appointment.
- 4.3. The URERC Staff collects the signed and dated Confidentiality and Conflict of Interest Agreement, and the signed and dated updated CV using the prescribed format.

#### **Step 5 Organize and complete the documents in the Independent Consultant Files**

- 5.1. The Secretariat organizes and completes the documents in the Independent Consultant Files.

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- 5.2. The Independent Consultant Files shall contain the following:
  - A. URERC Letter of invitation signed and dated by the URERC Chair.
  - B. Appointment letter signed and dated by the appointee;
  - C. Updated curriculum vitae that is signed and dated by the Independent Consultant. The CV is updated every time the appointment is renewed.
  - D. Training record and photocopy of training certificates of relevant trainings.
  - E. Confidentiality and Conflict of Interest Agreement signed and dated by the Independent Consultant.
- 5.3. The URERC Staff creates one file for each independent consultant.

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### 1.3. Training of URERC Members and Staff

#### 1.3.1 Purpose

To describe WVSU-URERC procedures to ensure initial and continuing training of URERC Members and Staff.

#### 1.3.2 Scope

The WVSU URERC recognizes the importance of training and continuing professional development. This SOP describes the training requirements of WVSU-URERC Members and staff from initial training to continuing education to maintain and update URERC competence in the review of different types of proposals/protocols.

#### 1.3.3 Responsibility

It is the responsibility of the URERC Officers, Members and Staff to have themselves educated and trained regularly.

It is the responsibility of the URERC Chair along with the Secretariat to assess the training needs and prepare a training plan for all members, independent consultants and staff.

The Secretariat keeps track of the training records of all members, independent consultants and staff in accordance with the training plan.

#### 1.3.4 Process Flow/Steps

STEP NO.	ACTIVITY	PERSON/S RESPONSIBLE	TIMELINE
1	Require basic research ethics training for all members and staff	Chair	<b>Needs assessment to be done at the beginning of the year</b>
2	Provide opportunities for continuing education for members and staff through participation in meetings, conferences and training courses	Chair, Secretariat	
3	Track member and staff training participation (initial and continuing ethics training) and file the documents in the Membership File	Members, Secretariat	

*Diagram 3. Training Process for URERC Members*

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#### 1.4.5 Detailed Instructions

URERC Members should maintain competence by ensuring that they have updated knowledge of the following:

- Good Clinical Practice (GCP)
- Declaration of Helsinki
- CIOMS
- Ethical Guidelines
- Relevant laws and regulations
- Relevant developments in science, health and safety, etc.
- International meetings and conferences

#### Step 1 Require basic research ethics training for all members and staff

- 1.1. The URERC Chair shall require Basic Research Ethics Training for all members and staff.
- 1.2. All URERC Members are required to have basic research ethics training that shall consist of research ethics principles, GCP, SOPs, etc. Upon appointment, a new member or staff undergoes orientation, individually or as a group, to cover the following:
  - A. Member's/Staff's responsibilities;
  - B. Confidentiality and Conflict of Interest Agreement;
  - C. URERC review process and use of proposal and informed consent assessment forms; and
  - D. URERC SOPs.
- 1.3. The URERC Chair and Member Secretary shall ensure that initial research ethics training is provided to all new members.

#### Step 2 Provide opportunities for continuing education for members and staff through participation in meetings, conferences and training courses

- 2.1. The URERC Chair provides training opportunities to members/staff through participation in local and national research ethics seminars, conferences and workshops, and allocating funds for this purpose.
- 2.2. The URERC Chair and Secretariat plan the training activities for individual URERC members based on their training needs.
- 2.3. The URERC Chair and Secretariat track and facilitate attendance of URERC members and staff of specific training activities needed to ensure that each one gets training at least once a year.

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- 2.4. The URERC Members who participate in research ethics training course or seminar-workshops either through personal or through URERC efforts/funding are encouraged to:
- A. Share information with other members during URERC meetings; and
  - B. Distribute photocopies/e-copies of relevant materials to the other members.

**Step 3 Track member and staff training participation (initial and continuing ethics training) and file the documents in the Membership File**

- 3.1. For in-house training, the URERC Staff prepares attendance sheets with relevant information about the topic, duration, date and venue. They ask member-attendees to sign the attendance sheet and keeps a photocopy of the attendance in the membership files, if Training Certificate is not given.
- 3.2. All URERC Members and Staff should regularly update their Training Record (Form 1.6 Training Record of an URERC Member). They should submit proof of attendance in relevant training or continuing professional education sessions conducted outside of the institution – e.g., certificates of training to the URERC Staff for filing.
- 3.3. URERC Secretariat should update the training record of individual members and staff to reflect their attendance in training activities every time a photocopy of a training certificate is submitted for filing.

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**FORM 1.1 LETTER OF APPOINTMENT OF URERC MEMBER**

(Date)

**(Name)**

(Position)

(Address)

Dear \_\_\_\_\_:

I have the honor to appoint you as **Member** of the West Visayas State University Unified Research Ethics Review Committee (WVSU-URERC) for a period of \_\_\_\_\_, effective \_\_\_\_\_ until \_\_\_\_\_. As a member, you will have the following roles and responsibilities:

- A. Participate in the URERC meetings;
- B. Serve as Primary Reviewer for research proposal/protocol documents within your area of expertise, and as General Reviewer for all researches discussed at convened meetings of the URERC;
- C. Conduct review on behalf of the URERC of proposals/protocols assigned by the URERC Chair/Member Secretary and submit the completed assessment forms on time (within 10 working days for full review and 5 working days for expedited review);
- D. Perform post-approval review procedures of protocol-related documents and submit completed assessment forms within 10 working days for full review and 5 working days for expedited review;
- E. Attend basic and advanced ethics training and other continuing education activities on Research Ethics at least once a year;
- F. Update curriculum vitae (CV) and training record every time appointment is renewed or as necessary;
- G. Maintain confidentiality of the documents and deliberations of URERC meetings;
- H. Disclose any conflict of interest;
- I. Accept willingly assigned research ethics tasks by the Chair or Vice-Chair (e.g., do site visits, membership to SOP team to review SOP and assess for revision, represent URERC in research fora and proposal/protocol review activities);
- J. Conform at all times with the legal and ethical principles accepted by the URERC;
- K. Uphold and defend URERC interests and goals

To ensure quality ethics review and fulfill your responsibilities, you are required to attend regular continuing educational activities on research ethics as determined by the WVSU-URERC Chair, such as advanced training on ethical issues and concerns. Provided that expenses incurred by you during

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such trainings shall be subject to reimbursement, provided further that the amount of such reimbursements shall not exceed that is allowed by existing guidelines.

An honorarium will be given for every proposal/protocol reviewed and meeting attended in accordance to Board of Regents Resolution No. 82-2016.

If you agree with the terms of this appointment, please sign on the space provided below, date your signature, and return one copy of this letter to the WVSU-URERC Secretariat. Sign, date and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest Agreement.

Truly Yours,

President  
West Visayas State University

Conforme:

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Date)

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**FORM 1.2 LETTER OF APPOINTMENT OF URERC OFFICER**

Date

**Name**

Position

Address

Dear **(Name)**:

I have the honor to appoint you as **(Position)** of the West Visayas State University Unified Research Ethics Review Committee (WVSU-URERC) for a period of \_\_\_\_\_ year(s), effective \_\_\_\_\_ until \_\_\_\_\_. As a (position), you will have the following roles and responsibilities:

(Please see Annex A)

To ensure quality ethics review and fulfill your responsibilities, you are required to attend regular continuing educational activities on research ethics as determined by the WVSU-URERC Chair, such as advanced training on ethical issues and concerns. Provided that expenses incurred by you during such trainings shall be subject to reimbursement, provided further that the amount of such reimbursements shall not exceed that is allowed by existing guidelines.

An honorarium will be given for every proposal/protocol reviewed, *(other duties and responsibilities)* and meeting attended in accordance to Board of Regents Resolution No. 82-2016.

If you agree with the terms of this appointment, please sign on the space provided below, date your signature, and return one copy of this letter to the WVSU-URERC Secretariat. Sign, date and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest Agreement.

Truly Yours,

President  
West Visayas State University

Conforme:

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Date)



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**FORM 1.3 CURRICULUM VITAE**

<b>Name</b>	
<b>Address</b>	
<b>E-mail Address</b>	
<b>Contact Number</b>	

<b>Position in URERC</b>	
<b>Date of First Appointment</b>	

<b>Educational Background</b>		
<i>Degree</i>	<i>Institution</i>	<i>Year Graduated</i>

<b>Research and Ethics Trainings</b>		
<i>Title</i>	<i>Organizer</i>	<i>Venue and Date</i>

<b>Work Experience</b>		
<i>Job Title/Position</i>	<i>Institution</i>	<i>Inclusive Dates</i>

<b>Non-Academic Distinction/Recognition</b>		

<b>Research Related Experience</b>		
<i>Title</i>		<i>Funding Agency</i>

Submitted by:

\_\_\_\_\_

Name and Signature

\_\_\_\_\_

Date

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**FORM 1.4 CONFIDENTIALITY AND CONFLICT OF INTEREST AGREEMENT**

**Know all Men by these Presents:**

In view of the appointment of (TITLE NAME INSTITUTIONAL AFFILIATION), as a member of the West Visayas State University-URERC, and hereinafter referred to as the ***Undersigned***, and

Whereas:  
the ***Undersigned*** has been asked to assess research studies and proposals/protocols involving human subjects in order to ensure that the same are conducted in a humane and ethical manner, with the highest standards of care according to the applied national and local laws and regulations, institutional policies and guidelines;

the appointment of the ***Undersigned*** as a Member of the West Visayas State University-URERC is based on individual merits and not as an advocate or representative of a home province/ territory/ community nor as the delegate of any organization or private interest;

the fundamental duty of a URERC Member is to independently review both scientific and ethical aspects of research proposals/protocols involving human subjects and make a determination and the best possible objective recommendations, based on the merits thereof under review; and

the West Visayas State University-URERC must meet the highest ethical standards in order to merit the trust and confidence of the communities in the protection of the rights and well-being of human subjects;

The following terms and conditions covering **Confidentiality and Conflict of Interest** arising in the discharge of said appointed URERC Member’s functions are hereby stipulated in this Agreement for purposes of ensuring the same high standards of ethical behavior necessary for the URERC to carry out its mandate.

**Confidentiality**

This Agreement thus encompasses any information deemed Confidential, Privileged, or Proprietary provided to and/or otherwise received by the ***Undersigned*** in conjunction with and/or in the course of the performance of his/her duties as a Member/Independent Consultant of the West Visayas State University URERC.

	<b>WEST VISAYAS STATE UNIVERSITY UNIFIED RESEARCH ETHICS REVIEW COMMITTEE</b>	SOP No: 1
	<b>1. STRUCTURE AND COMPOSITION</b>	Version No: 03
		Approval Date: 04/14/21
		Effective Date: 09/20/21

Any written information provided to the **Undersigned** that is of a Confidential, Privileged, or Proprietary in nature shall be identified accordingly. Written confidential information provided for review shall not be copied or retained. All Confidential information (and any copies and notes thereof) shall remain the sole property of the URERC.

As such, the **Undersigned** agrees to hold in trust and in confidence all Confidential, Privileged or Proprietary information, including trade secrets and other intellectual property rights (hereinafter collectively referred to as the “information”). Moreover, the **Undersigned** agrees that the information shall be used only for contemplated purposes and none other. Neither shall the said information be disclosed to any third party.

The **Undersigned** further agrees not to disclose or utilize, directly or indirectly, any information belonging to a third party, in fulfilling this agreement. Furthermore, the **Undersigned** confirms that his/her performance of this agreement is consistent with West Visayas State University’s policies and any contractual obligations owed to third parties.

**Conflict of Interest**

It is recognized that the potential for conflict of interest will always exist; however, there is concomitant faith in the ability of the URERC to manage these conflict issues, if any, in such a way that the ultimate outcome of the protection of human subjects remains.

It is the policy of the URERC that no member/consultant may participate in the review, comment or approval of any activity in which he/she has a conflict of interest except to provide information as requested by the URERC.

The **Undersigned** will immediately disclose to the Chair of the West Visayas State University-URERC any actual or potential conflict of interest that he/she may have in relation to any particular proposal submitted for review by the URERC, and to abstain from any participation in discussions or recommendations in respect of such proposals.

If an applicant submitting a proposal believes that a URERC Member has a potential conflict, the Investigator may request that the member be excluded from the review of the proposal.

The request must be in writing and addressed to the Chair. The request must contain evidence that substantiates the claim that a conflict exists with the URERC Member(s) in question. The URERC may elect to investigate the applicant’s claim of the potential conflict.

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When a member/consultant has a conflict of interest, the member should notify the Chair and may not participate in the URERC review or approval except to provide information requested by the Board.

Examples of conflict of interest cases may include but is not limited to any of the following:

- A member/consultant is involved in a potentially competing research program.
- Access to funding or intellectual information may provide an unfair competitive advantage.
- A member's/consultant's personal biases may interfere with his or her impartial judgment.

**Agreement on Confidentiality and Conflict of Interest**

[To the Undersigned: Please sign and date this Agreement, if you agree with the terms and conditions set forth above. The original (signed and dated Agreement) will be kept on file in the custody of the West Visayas State University-URERC. A copy will be given to you for your records.]

In the course of my activities as a member of the West Visayas State University-URERC, I will be provided with confidential information and documentation (which we will refer to as the "Confidential Information"). I agree to take reasonable measures to protect the Confidential Information, subject to applicable legislation, not to disclose the Confidential Information to any person; not to use the Confidential Information for any purpose outside the Board's mandate, and in particular, in a manner which would result in a benefit to myself or any third party; and to return all Confidential Information (including any minutes or notes I have made as part of my Board duties) to the Chair upon termination of my functions as a URERC Member.

Whenever I have a conflict of interest, I shall immediately inform the Chair not to count me toward a quorum for voting.

I have read and accept the aforementioned terms and conditions as explained in this Agreement.

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
West Visayas State University  
URERC Chair

\_\_\_\_\_  
Date

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<b>FORM 1.5 INVITATION TO INDEPENDENT CONSULTANT</b>
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Date

**(Name of Independent Consultant)**  
(Institution)

Dear \_\_\_\_\_

The Unified Research Ethics Review Committee of the West Visayas State University would like to invite you to become one of its independent consultants with the following responsibilities:

- Review the research proposal, provided by the URERC Secretariat, after signing the Terms of Reference and the Confidentiality/ Conflict of interest Agreement
- Complete the assessment forms to be reviewed by the Committee members at the time the study is reviewed
- When necessary, attend the URERC meeting, present the assessment and participate in the discussion but without the right to vote. The report becomes permanent part of the study file.

If you accept our invitation, we may be asking you to attend the Full Board Review/ Meeting at the URERC Office, Lopez Jaena Hall, WVSU, La Paz, Iloilo City. There, you will be giving recommendations to the research proposal assigned to you. For your assessment, please review the technical and ethical issues in the proposal based on the evaluation forms that we will include in the protocol package. Please forward your assessment/comments to the URERC Secretariat (within 10 working days for full review and 5 working days for expedited review).

We hope that you will grant our request.

Thank you.

Sincerely,

\_\_\_\_\_  
Chair, WVSU URERC

	<b>WEST VISAYAS STATE UNIVERSITY UNIFIED RESEARCH ETHICS REVIEW COMMITTEE</b>	SOP No: 1
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**FORM 1.6 TRAINING RECORD OF AN URERC MEMBER**

<b>Name</b>	
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<b>BASIC COURSES</b>	<i>Organizer</i>	<i>Venue</i>	<i>Date</i>	<i>Funding Source</i>
1. GCP Training				
2. Research Ethics				
3. Standard Operating Procedures (SOP)				

<b>CONTINUING ETHICS EDUCATION: Research Ethics Workshops, Conferences, Meetings, Lectures</b>	<i>Organizer</i>	<i>Venue</i>	<i>Date</i>	<i>Funding Source</i>
1.				
2.				
3.				
4.				
5.				

Note: Include this training record in the Member's file not only the certificate of training.

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### History of WVSU URERC SOP Chapter 1

<b>Version No.</b>	<b>Date</b>	<b>Authors</b>	<b>Main Change</b>
01	2014 October 15	Henrietta C. Española	First Draft
02	2017 January 12	Fred P. Guillergan, M.D. Roberto P. Villanueva, M.D., LL.B.	Second Version
03	2021 April 14	Fred P. Guillergan, M.D.	Version revised according to the Department of Health Standard Operating Procedure