




University of the Philippines Manila  
RESEARCH ETHICS BOARD

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MEMORANDUM JVM—2024—02

27 June 2024

TO: ALL PRINCIPAL INVESTIGATORS

FROM:   
JACINTO BLAS V. MANTARING III, MD, MSC  
UPMREB Chair

SUBJECT: Updated Procedures for Protocols Requiring Joint Review

Please be advised that the University of the Philippines Manila Research Ethics Board (UPMREB) updated the Site-Specific UPMREB Procedures for protocols requiring Joint Review through the Single Joint Research Ethics Board. The updated procedures intend to streamline Site-Specific procedures that will enable a shorter turnaround time for joint review of protocols requiring full board action, through a structure preliminary parallel review process. Corresponding updates were made in UPMREB Standard Operating Procedures II: STUDY PROTOCOL REVIEW (effective 28 May 2024), accessible through <http://reb.upm.edu.ph>. A summary description of relevant steps may be found in the attached **ANNEX 1: UPMREB Sub-Workflow for Joint Review (SJREB) Initial Review**.

For your information and guidance.

ANNEX 1: UPMREB Sub-Workflow for Joint Review (SJREB) Initial Review

REVIEW STAGE	SJREB	UPMREB
Submission of protocol documents by Coordinating PI to SJREB		
<b>UPMREB SITE PRELIMINARY PARALLEL REVIEW OF INITIAL SUBMISSION</b>	NOTE: Decision remains preliminary while joint review (SJREB) is ongoing	1. Receipt and acknowledgement of SJREB submission package from Site PI with condition that SJREB submission be completed within 3 days.
		2. Confirmation of SJREB submission within 3 days (if not, go back to Step 1)
		3. Assignment and notification of primary reviewers
		4. Completion by UPMREB site reviewers of UPMREB Site-Specific Review Forms (FORMS 2D – Informed Consent and 2N – site PI qualifications, site recruitment, site feasibility, MOA, MTA, and other site-specific issues) and SJREB Initial Review Forms (FORMS 5 and 6)
		5. Communication of Site-Specific Review results to Site PI; Submission of completed SJREB forms to SJREB Secretariat by UPMREB Secretariat
		6. Review of Site PI response to UPMREB preliminary parallel review using UPMREB Resubmission Form 2H (may be repeated as needed, while SJREB review is ongoing)
<b>SJREB MEETING</b>	Dissemination of SJREB Meeting Agenda	7. Receipt of SJREB Meeting Agenda
	8. Attendance of UPMREB Representative in the SJREB Meeting	
	Notification of SJREB decisions (SJREB to Coordinating PI) and dissemination of SJREB minutes of meeting to participating sites (7 days after SJREB meeting)	9. Obtainment of SJREB minutes of meeting and decision letter (7 days after the SJREB Meeting)
		10. Report of SJREB action in the next UPMREB full board panel meeting by UPMREB representative in the SJREB Meeting
<b>RESUBMISSION after SJREB ACTION</b>	Receipt of resubmission of Coordinating PI to SJREB	11. Receive copy of resubmission of Coordinating PI to SJREB from SJREB
	12. If SJREB action is <b>RESUBMISSION for full board review</b> , UPMREB site reviewers will complete SJREB Resubmission FORM 7B, submit to SJREB Secretariat, and steps related to SJREB Meeting steps will repeat	
	13. If SJREB action is <b>RESUBMISSION is for expedited review</b> UPMREB site reviewers will complete SJREB Resubmission FORM 7B and submit to SJREB Secretariat	
<b>UPMREB SITE APPROVAL</b>	NOTE: Site action remains aligned with SJREB action by focusing on Site-Specific issues	14. If SJREB action is <b>Approval</b> , Site PI uploads all SJREB Approved documents and Site-Specific responses (in a site-specific addendum document) to <b>i-REB</b>
		15. Upon successful screening, UPMREB receives iREB-uploaded SJREB Approved documents and Site-Specific responses (in a site-specific addendum document) and assigns UPMREB Code to the protocol
		16. Final review of SJREB Approved documents together with site-specific addendum
		17. Issuance of UPMREB site approval, if no further corrections are required