



University of the Philippines Manila
RESEARCH ETHICS BOARD

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18 March 2020

TO: ALL INVESTIGATORS AND REB MEMBERS

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

SUBJECT: Electronic processing of UPMREB submissions

Please be advised that the UP Manila Research Ethics Board will be adopting a work from home arrangement in light of the precautionary measures to prevent transmission of COVID-19, and as advised by the Office of the President of the University of the Philippines. This has been in effect since **March 11** and will continue until **April 12, 2020 or until further notice**. Alternative work arrangement is detailed as follows:

1. Processing of submissions via iREB and electronic mail
 - a. Once verified complete, study protocol application will be coded and assigned into a panel
 - b. Staff will acknowledge receipt of study protocol through e-mail
 - c. Received submissions will be forwarded to the reviewers electronically
2. Facilitation of reviews via iREB and electronic mail
3. Conduct of Panel and Secretariat Meetings via Zoom using a UP Manila account; the Information Management Service (IMS) has purchased accounts for use of UP Faculty and REPS.
4. Issuance of electronically signed copies of the decision letters to the Principal Investigators
 - a. Notice of panel action will be sent by UPMREB Staff
 - b. Certification of approval will be issued by the Research Grants Administration Office (RGAO). Investigators will be notified by UPMREB staff once study is approved.
5. Submission of hard copies is still mandatory and will be received once office resumes

For any concerns, you may contact UPMREB Secretariat through upmreb@post.upm.edu.ph or 09351020973 / 09324197915.

For information and guidance of all concerned.