

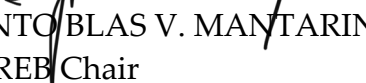


**University of the Philippines Manila**  
**RESEARCH ETHICS BOARD**

Room 126, National Institutes of Health, UP Manila  
623 Pedro Gil Street, Ermita, 1000 Manila  
Telephone: +63 2 85264346; Email: upmreb@post.upm.edu.ph

04 August 2020

TO: ALL INVESTIGATORS

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

SUBJECT: Requirement for Electronically Signed Application Forms

Please be advised that starting **10 August 2020**, the UP Manila Research Ethics Board (UPMREB) is reinstating the requirement of signed endorsements that are part of the **UPMREB Form 2B: Registration and Application Form**, specifically referring to the signatories in **Sections II, III, and IV** (as applicable). While the submission of hard copies is still suspended (see UPMREB Memo dated 18 March 2020), UPMREB will start to collect **electronically signed application forms via email to [upmreb@post.upm.edu.ph](mailto:upmreb@post.upm.edu.ph)**, in view of the establishment of electronic signature systems across the different colleges and units.

All investigators are hereby advised to inquire from respective colleges and units on procedures for affixing electronic signatures of authorized signatories on the UPMREB Registration and Application Form. For submissions that were processed without signatories (from March 11 to August 7), investigators are given until 10 September 2020 to comply with the electronic signature requirement and complete their protocol files.

Queries and concerns may be forward to UPMREB Secretariat through [upmreb@post.upm.edu.ph](mailto:upmreb@post.upm.edu.ph) or 09351020973 / 09324197915.

For information and guidance of all concerned.



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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](mailto:upmreb@post.upm.edu.ph) or 09351020973 / 09324197915.

For information and guidance of all concerned.