

	AMYA POLYTECHNIC COLLEGE, INC. RESEARCH ETHICS COMMITTEE (REC)	
	ETHICS PROTOCOL CHECKLIST	REC Form No. 0002
		REC SOP
		Version No. 1
	Version Date	10/21/25

STUDY PROTOCOL INFORMATION

Protocol Code:	
Study Protocol Title: <i>(Title of the Study)</i>	
Principal Investigator: <i>(Researcher/s)</i>	
Research Adviser:	
Program/ Yr. & Sec.	
Date of Submission:	
Verified Complete by:	
Type of Review Applied For:	____ Full Board ____ Expedited ____ Exempt

I. BASIC SUBMISSION REQUIREMENTS *(Attach the following documents)*

Required Documents *(kindly ✓ the box once attached)*

- ☐ Updated Curriculum Vitae of Adviser and Researcher(s)
- ☐ Proof of payment/ official receipt for ethics review fee *(if applicable)*
- ☐ Ethics Review Endorsement Form *(duly signed by Adviser and Program Head)*
- ☐ Minutes of Proposal Defense *(with signatures of Panelists)*
- ☐ Accomplished Routing Form *(with signatures of Panelists)*
- ☐ Revised copy of research manuscript *(plain black text, editable format)*
- ☐ Ethics Protocol Checklist *(this form)*
- ☐ Ethics Application Procedure Form (REC_Form-0005)
- ☐ Ethics Study Protocol Information Form (REC_Form-0006)
- ☐ Ethics Informed Consent Checklist Form (REC_Form-0004)
- ☐ Sample Informed Consent Form *(for studies with questionnaires/interviews)*
- ☐ Sample Assent Form *(for respondents below 18 years old, if applicable)*
- ☐ Ethics Memorandum of Agreement on Research Paper and Authorship (REC_Form-0001)

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Reminder: All fields must be completed.

Criteria	Yes	No	N/A	Remarks (for REC)
1. The study has clear social and/or scientific value aligned with national or community needs.				
2. The study provides an adequate background and rationale.				
3. Research questions are supported by a comprehensive review of literature.				
4. The study objectives are Specific, Measurable, Attainable, Relevant, and Time-bound (SMART).				
5. The participant population and criteria for inclusion/exclusion are clearly defined.				
6. The sampling technique and selection process are clearly described.				
7. Sample size is adequately justified.				
8. The data analysis plan is clearly described.				
9. The study involves human participants or respondents.				
10. There are identified vulnerable participants (e.g., minors, PWDs, pregnant women, etc.).				
11. Appropriate mechanisms are in place to protect vulnerable participants.				
12. There are potential risks or harms to participants.				
13. Risk mitigation measures are adequate and clearly explained.				
14. The informed consent process and form are adequate and culturally appropriate.				
15. The researcher(s) are adequately trained and competent to undertake the study.				
16. Any possible conflict of interest is disclosed.				
17. Research facilities and resources are sufficient to support the study.				

Legend: **C** – Complied **NC** – Not Complied **N/A** – Not Applicable

Submitted by:

Endorsed by/ Recommended by:

Name & Signature of Researcher

Name & Signature of Research Adviser

Date Filed: _____