



De La Salle University

Research Ethics Review Committee

Research Ethics Office, 3F Henry Sy Sr. Hall
De La Salle University Manila
2401 Taft Avenue, Manila 1004, Philippines
REO@dlsu.edu.ph (632) 524-4611 loc. 513

SOP No.: 2

Form No.: 2(D)

Version No.: 2

Version Date: May 2017

DE LA SALLE UNIVERSITY General Research Ethics Checklist

This checklist is to ensure that the research conducted by the faculty members and students of De La Salle University is carried out according to the guiding principles outlined in the Code of Research Ethics of the University. The investigator is advised to refer to the De La Salle University Code of Research Ethics and Guide to Responsible Conduct of Research before completing this checklist. Statements pertinent to ethical issues in research should be addressed below. The checklist will help the researcher/s and advisers/readers/evaluators determine whether procedures should be undertaken during the course of the research to maintain ethical standards. The University's Guide to the Responsible Conduct of Research provides details on these appropriate procedures.

Faculty/ASF Researcher Details

Principal Investigator	
Department	
Proposed Title of the Research	
Term(s) and academic year in which research is to be conducted	
Other researchers involved in project including their positions (e.g., student, faculty)	

Student Researcher Details (for students who are co-proponents)

Course Title	
Department	
Thesis Adviser	
Email Address	



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This checklist must be completed AFTER the De La Salle University Code of Ethics has been read and BEFORE gathering data.

Questions	Yes	No
<p>1. Does your research involve human participants (this includes new data gathered or using pre-existing data)? If your answer is yes, please answer Checklist A (Human Participants).</p> <p>Please specify if the kind of research you will be conducting falls under any of the following Human Participants sub-categories:</p>		
<p>1.A. Will you be conducting Action Research in an existing business, company, or school? If your answer is yes, please answer Checklist F (Action Research).</p>		
<p>1.B. Does your research involve online communities (this includes culling data from social media platforms, online forums and blogs)? If your answer is yes, please answer Checklist G (Internet Research).</p>		
<p>1.C. Does your research involve human participants who are situated in a community and may necessitate permission to acquire access to them? If your answer is yes, please answer Checklist H (Community Research).</p>		
<p>2. Will your research make use of documents which are not in the public domain and, thus, require permission for use from the custodian of such documents?</p> <p>If YES, please provide certification that permission from the custodian of the data was sought and granted.</p>		
<p>3. Will your research make use of secondary data (e.g., surveys, inventories, plans, official documents, etc.) from an institution, organization, or agency, which are not in the public domain and, thus, require permission for use from the custodian of such documents?</p> <p>If YES, please provide certification that permission to use the data was sought from the institution, organization, or agency and approval was granted.</p>		
<p>4. Does your research involve animals (non-human subjects)? If your answer is yes, please answer Checklist B (Animal Subjects).</p>		



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5. Does your research involve Wildlife? If your answer is yes , please answer Checklist C (Wildlife) .		
6. Does your research involve microorganisms that are infectious, disease causing or harmful to health? If your answer is yes , please answer Checklist D (Infectious Agents) .		
7. Does your research involve toxic/chemicals/ substances/materials? If your answer is yes , please answer Checklist E (Toxic Agents) .		

Research with Ethical Issues to address:

If you have a YES answer to any of the above categories, you will be required to complete a detailed checklist for that particular category. A YES answer does not mean the disapproval of your research proposal. By providing you with a more detailed checklist, we ensure that the ethical concerns are identified so these can be addressed in adherence to the University Code of Ethics.

Declaration of Conflict of Interest

1. I do not have a conflict of interest in any form (personal, financial, proprietary, or professional) with the sponsor/grant-giving organization, the study, the co-investigators/personnel, or the site.

2. I do have a conflict of interest, specifically:

A. I have a personal/family or professional interest in the results of the study (family members who are co-proponents or personnel in the study, membership in relevant professional associations/organizations).

Please describe the personal/family or professional interest:



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B. I have propriety interest vested in this proposal (with the intent to apply for a patent, trademark, copyright, or license)

Please describe propriety interest:

C. I have significant financial interest vested in this proposal (remuneration that exceeds P250,000.00 each year or equity interest in the form of stock, stock options or other ownership interests).

Please describe financial interest:

Researchers are requested to provide a copy of their Curriculum Vitae, or any document that provides information on the researchers' history of research activities or professional experience (including past publications, presentations, other project involvements, volunteer work, etc.).

Declaration

I certify that I have read and understood the De La Salle University Code for the Responsible Conduct of Research and will abide by the ethical principles in this document. To the best of my knowledge that my research proposal does not involve any of the above-mentioned categories. I will submit a final report of the proposed study to the DLSU-Research Ethics Office. I will not commence with data collection until I receive an ethics review approval from the University Research Ethics Review Committee.

Name and Signature of Principal Investigator

Date

FOR GRADUATE and UNDERGRADUATE DLSU STUDENTS ONLY

I confirm that the student(s) is/are capable of undertaking this research in a safe and ethical manner.

Adviser's Name

Signature

Date