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Revision No.	Approval Date	Effectivity Date	Amendment
00	December 8, 2024	December 8, 2024	Initial Issue

### GUIDELINES FOR REVIEWING FINAL REPORTS

1. The assigned primary reviewer is responsible for reviewing final reports (REO-FO-017).
2. The UREO staff provides the primary reviewer with the following necessary review materials:
  - a. Final Report (REO-FO-017)
  - b. Template for Decision Letter on Final Report (REO-FO-039)
  - c. Latest version of the Protocol Document
3. The review must be completed within 23 working days. This means that the research proponent must receive the decision letter for their final report within the said timeline.
4. The primary reviewer must ascertain the following:
  - a. No deviations on the sampling method.
  - b. Each research objective has corresponding findings.
  - c. There is one paragraph for conclusion.
  - d. The dissemination plan in the latest version of the protocol document is implemented.
5. The primary reviewer shall prepare appropriate recommendations for any deviations in the final report.
6. The primary reviewer submits the decision letter to UREO. The UREO head countersigns the decision letter, and the staff communicates the decision to the research proponent.
7. The UREO head oversees the whole process of review and may intervene when necessary to ensure that the timeline of review is strictly followed, and the standards of research ethics are upheld.



**SAINT MARY'S UNIVERSITY**

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

**UNIVERSITY RESEARCH ETHICS OFFICE**

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<b>Prepared by:</b>  Jason Arnold L. Maslang Date Signed:	<b>Reviewed by:</b>  Pearl Via S. Coballes Date Signed:
<b>Approved by:</b>  Dr. John Octavious S. Palina Date Signed:	