



Saint Mary's University Research Ethics Board

SOP No. 01 SELECTION AND APPOINTMENT OF MEMBERS

Version Number 04
Number of Pages 4
Date of Approval 08/01/2023
Effectivity 08/01/2023

1. Policy Statement

Members of the SMU Research Ethics Board (SMUREB) are appointed by the University President from a pool of shortlisted nominees recommended by the SMUREB. Any employee of SMU is eligible for nomination, and the selection process shall be completed within a maximum of 45 working days. The SMUREB membership aims to ensure adequate representation across gender, generations, and academic disciplines. The pool of members consists of SMU employees from various departments who have undergone formal training in research ethics, ensuring that all fields of study within the University are adequately represented.

The initial appointment of members is valid for two (2) years. Subsequent reappointments shall also be for a term of two (2) years. There is no limit to the number of times a member can be reappointed. Employees holding senior administrative positions at SMU are not eligible for appointment as members of the SMUREB. Current members who are appointed to a senior administrative role may choose to: (1) Resign from the SMUREB immediately, or (2) Complete their current term, after which their appointment will not be renewed.

The SMUREB shall consist of 13 members, including non-scientist non-affiliated members. In the event of a member's resignation, disqualification, or retirement, a new member shall be selected and appointed to fill the vacancy in accordance with the established nomination and selection process. This policy ensures that the SMUREB maintains a diverse, competent, and impartial membership to uphold the highest standards of research ethics at SMU.

2. Objectives

- 2.1. To ensure that the composition of the SMUREB complies with the international, national, and institutional guidelines and that appropriate expertise is taken into consideration
- 2.2. To describe the roles and responsibilities of SMUREB members

3. Scope

The SMU administration has already appointed pioneering members of the SMUREB. This SOP applies specifically to the selection of incoming members of the SMUREB but includes describing the appointed members' duties and responsibilities. The whole process described in this SOP starts with the nomination of members until their membership files are stored in the records of the SMUREB.



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4. Workflow

No.	ACTIVITY	RESPONSIBILITY	TIMELINE (working days)
1	Call for nominations	Chair	30
2	Receipt of Nominations	Member Secretary	
3	Shortlisting of Nominees	Chair	
4	Receipt of appointment papers of new member/s	Chair	7
5	Forwarding of appointment papers to the new members by the staff	Staff	7
6	Signing of conforme, confidentiality agreement, and disclosure of conflict of interest	New member/s	
7	Filing of appointment documents and CVs in the membership file	Staff	1
Total number of working days			45

5. Description of Procedures

5.1. Call for nominations

The Chair informs the SMU administration regarding the need for new member/s. A call for nomination shall be coursed through the University president, and it shall be cascaded down to the unit heads. Any employee of SMU may nominate a potential member taking into consideration the following qualifications of members:

5.1.1. Full-time and permanent employee of SMU.

5.1.2. With research ethics training.

5.1.3. With a track record in research (at least at the institutional level).

5.1.4. Nominees as non-scientists and/or non-affiliated members are not required of track records in research.

5.2. Receipt of nominations

The nominator submits the nomination form (REO-FO-001), including CVs (REO-FO-002), to the UREO. The staff checks the completeness of the nominations and receives them officially.



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5.3. Shortlisting of nominees

The chair presents the list of qualified nominees to the members for deliberation via consensus to accept the nomination. Names of shortlisted nominees shall be forwarded to the University President for approval and preparation of the appointment letter.

5.4. Receipt of appointment papers of new member/s

The chair receives the appointment papers from the University President. This includes the following duties and responsibilities of the newly appointed members:

- 5.4.1. Serve as Primary Reviewers for research protocol within their area of expertise and as General Reviewers of all research discussed at convened meetings of the SMUREB.
- 5.4.2 Submit on time to UREO the completed Protocol Assessment Forms.
- 5.4.3. Conduct an expedited review of protocols on behalf of the SMUREB if or as assigned by the Chair.
- 5.4.4. Perform post-approval review procedures relative to the review of a research protocol or protocol-related documents where they are the primary reviewers (whether by expedited or full board review) such as but not limited to – application for Protocol Amendment, Protocol Deviation/Violation report, Study Site Monitoring Visit for protocols of more than minimal risk, SAE Reports, Progress Report, Closure/Final Report
- 5.4.5. Update Curriculum Vitae and Training Records on time (every after appointment or renewal of appointment), which will be filed in the SMUREB Membership File.
- 5.4.6. Sign a Confidentiality Agreement and Disclosure of Conflict of Interest at the start of their term. The confidentiality agreement protects the privacy and confidentiality of all parties whose information may be disclosed to SMUREB in the course of its work.
- 5.4.7. Conform at all times to the legal and ethical principles accepted by SMUREB.
- 5.4.8. Attend basic and continuing education on Research Ethics.
- 5.4.9. Perform other related tasks requested by the SMUREB Chair.

5.5. Forwarding of appointment papers to the new members by the staff

The staff forwards a triplicate copy of the appointment documents to the newly appointed members/independent consultants.



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5.6. Signing of conforme

Upon receipt, the newly appointed member/independent consultant shall sign the conforme and leaves a copy at the office of the University President and another copy at the UREO.

5.6. Signing of confidentiality agreement and disclosure of conflict of interest

Upon submission of a copy of their appointment letters, the newly appointed members/independent consultants shall sign the confidentiality agreement and disclosure of conflict of interest.

5.7. Filing of appointment documents, CVs, and signed Agreements in the membership file.

The staff shall file the pertinent documents of the newly appointed member/independent consultant in accordance with SOP 23 Management of Active Files.

6. Forms

6.1. REO-FO-001: A Nomination Form

6.2. REO-FO-002: Curriculum Vitae

6.3. REO-RF-029: Appointment of SMUREB Members

6.4. REO-FO-004: Confidentiality Agreement

6.5. REO-FO-005: Disclosure of Conflict of Interest

7. History of SOP

<i>Version No.</i>	<i>Date</i>	<i>Authors</i>	<i>Main Change</i>
01	April 5, 2021	Jason Arnold L. Maslang	First draft
02	August 7, 2022	Jason Arnold L. Maslang	New coding of forms and references
03	February 8, 2023	Lorna C. Aban Fe Yolanda G. Del Rosario Jonathan F. Vergara Harrison T. Villanueva	Checking of inconsistencies and addition of Timeline in the Workflow
04	December 8, 2024	Jason Arnold L. Maslang	Document coding of forms and templates are revised in compliance to the institutional quality management.