



# Bicol University College of Medicine

## INSTITUTIONAL REVIEW BOARD

### INITIAL REVIEW

**SUBMIT INITIAL REVIEW REQUIREMENTS TO BUCM-IRB SECRETARIAT**  
 9 Copies for submission, 1 receiving copy and an electronic copy in an editable format in a CD. Each initial review package contains the following documents:

- Study Protocol
- Duly Accomplished BUCM-IRB Forms:
  - > BUCM-IRB Form 2.1
  - > BUCM-IRB Form 2.2
  - > BUCM-IRB Form 2.3
  - > BUCM-IRB Form 2.4
  - > BUCM-IRB Form 2.5

Study is classified by BUCM-IRB Secretary as either for **FULL BOARD** or **EXPEDITED REVIEW**

Release of **ACKNOWLEDGEMENT LETTER** of receipt is sent to the PI via e-mail and the physical letter is also available for pick-up from the office which states the type of review of the study.

Study undergoes review

Panel Assignment is based on the submission date of the required document.  
 Cut-off time two (2) weeks before the regular monthly meeting.

Chair/Secretary will assign primary reviewers to the study.

Response within 7 days after panel meeting and the PI will be notified with a decision letter [BUCM-IRB Form 2.6] (and via e-mail, as well.)

**FULL BOARD REVIEW**

Response within 10 days from receipt of package by the reviewer and the PI will be notified with a decision letter and via e-mail, as well

**EXPEDITED REVIEW**

**MAJOR MODIFICATIONS**  
 Submit 9 copies for submission, 1 receiving copy and an electronic copy in an editable format of the following submission in a CD.

- Revised Protocol
- Duly accomplished BUCM-IRB Form 2.1
- Duly accomplished BUCM-IRB Form 2.7 (except 2nd column)

**DISAPPROVED**  
 Study will be decided to the agenda for the next full board panel meeting.

**MODIFICATION**  
 Resubmissions of necessary requirements within 90 days.

**MINOR MODIFICATIONS**  
 Submit 4 copies for submission, 1 receiving copy and an electronic copy in an editable format of the following submission in a CD.

- Revised Protocol
- Duly accomplished BUCM-IRB Form 2.1
- Duly accomplished BUCM-IRB Form 2.7 (except 2nd column)

**MAJOR MODIFICATIONS**  
 Submit 9 copies for submission, 1 receiving copy and an electronic copy in an editable format of the following submission in a CD.

- Revised Protocol
- Duly accomplished BUCM-IRB Form 2.1
- Duly accomplished BUCM-IRB Form 2.7 (except 2nd column)

**MODIFICATION**  
 Resubmissions of necessary requirements of within 90 days.

**MINOR MODIFICATIONS**  
 Submit 4 copies for submission, 1 receiving copy and an electronic copy in an editable format of the following submission in a CD.

- Revised Protocol
- Duly accomplished BUCM-IRB Form 2.1
- Duly accomplished BUCM-IRB Form 2.7 (except 2nd column)

**DISAPPROVED**  
 PI will be notified with a letter stating that the study has been approved and will be placed in archive.

**APPROVED**  
 PI will claim approval package from BUCM-IRB Secretariat.

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