



TECHNICAL REVIEW PROCEDURE

1. The proponent shall accomplish the Research Proposal Form.
2. The proponent/s shall secure the following forms from the CAHSR office. The forms may also be downloadable from the CAHSR webpage: <http://www.dlshsi.edu.ph/angelo-king-medical-research-center/research-services/center-academic-health-sciences-research/downloadables/>
 - a. **CAHSR Form 01: Research Proposal Form**
 - b. **CAHSR Form 02: Research Proposal Technical Review Application Form**
 - c. **CAHSR Form 03: Research Proposal Technical Review Resubmission Form**
 - d. **CAHSR Form 04: Research Proposal Evaluation Sheet**
 - e. **CAHSR Form 05: Research Proposal Technical Review Result Form**
3. The proponent/s shall submit three (3) copies of the manuscript (*Research Proposal Form 01*) attached with all necessary requirements (*See Form 2*) to the CAHSR office. Schedule of submission /cut – off of Research Proposal shall be first day of the month or the next working day.
4. Initial submission of research proposals to CAHSR for technical review is free for DLSHSI Faculty, Academic Support Personnel (ASP), Non-teaching Staff, Graduate and Undergraduate Students. However, submission of proposal from external researches will be subjected to appropriate fees.
5. The CAHSR office shall assign a Technical Review Committee (TRC) consisting of three (3) members and appoint one as chair.
 - 5.1 The chair shall acts as convener of the TR.
 - 5.2 The chair shall consolidate the recommendations of all TRC.
 - 5.3 The chair will approve proposals w/c are conditionally approved w/ minor revisions.
6. The TRC shall be given a maximum of fifteen (15) calendar days to review and make comments when necessary. If resubmission, (10) ten calendar days.
7. The TRC shall return the documents to the CAHSR office for consolidation and convene for preliminary decision.
8. The TRC may have the following recommendation:
 - a. Approved with no revision
 - b. Conditionally Approved with minor revisions (TRC chair will approve)
 - c. Conditionally Approved with major revisions (re-evaluation by TRC)
 - d. Disapproved
9. The CAHSR office shall consolidate the comments and suggestions of the reviewers.
10. The CAHSR office shall return the documents to the proponents for possible revisions.



11. If the proposal requires revisions, as suggested by the reviewers, the proponent/s shall be given fifteen (15) calendar days to do the necessary revisions, if minor revision. If major revision, (30) thirty calendar days.
 11. a. If not submitted within allotted period, the application shall be closed.
 11. b. If the application is closed, *Form 05: Research Proposal Technical Review Result Form* will be given to the proponent/s.
 11. c. Payment of dues: If closed, the proponent/s shall pay the corresponding TRC fees.
12. The proponent/s shall submit the revised proposal and Form 03 (*Research Proposal Technical Review Resubmission Form*) to the CAHSR office for final recommendation.
13. A proposal shall be allowed to have a **Conditionally Approved with major revision** recommendation only once. After which the said proposal shall be rejected and the proponent/s may resubmit another research proposal and re-apply for another technical review.
 13. a. When re-applying, the proponent shall pay the corresponding TRC fees.