



# I. ORGANIZATION OF RIDO

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## 1. OBJECTIVES

This chapter of the manual describes the organizational structure of RIDO and the line of authority in the processes of technical review, UPCM-commissioned researches, research forums, other research-related activities, and corresponding process monitoring.

## 2. SCOPE

This chapter of the manual applies to RIDO, its appointed Chief, and concerned TRB members who are to conduct the technical review and approval (or modification) of research protocols submitted by Principal Investigators and/or Co-Investigators.

This chapter describes also the roles and responsibilities of the RIDO Chief, TRB members, and RIDO staff.

## 3. RESPONSIBILITIES

It is the responsibility of the UPCM Dean to appoint the RIDO Chief. The Dean is to steer directives for the College's research agenda in line with the national health research and development objectives, and to commission resources/funding for the research structure of the UPCM.

It is the responsibility of the RIDO Chief to endorse research protocols after technical review approval. Similarly, the RIDO Chief is responsible to recommend proposed researches of faculty for funding by UPCM.

The Department Chairs, on the other hand, are to appoint their respective TRB members, with the following recommended number of members per department:

- Internal Medicine, Pediatrics, OB-Gynecology, Surgery – at least four (4) members
- Other departments – at least two (2) members
- Social Medicine Unit, Medical Education Unit, Medical Informatics Unit – one (1) per unit



# I. ORGANIZATION OF RIDO

It is the responsibility of the TRB members as well as the Department Chairs to assess the relevance and scientific merit of research proposals, to include recommend modifications (if any), as guided by prescribed forms.

It is the responsibility of the RIDO Chief and of the Department Chairs to facilitate and organize dissemination of research outputs thru faculty and students research forum.

It is the responsibility of the RIDO staff to ensure that research protocols be kept with confidentiality and that research outputs be guarded against unauthorized reproduction; and that safekeeping and disposal of research protocols and any research-related documented information (in any form) are duly carried out.

## 4. ORGANIZATIONAL STRUCTURE

The Office of the Dean appoints the RIDO Chief to maintain the research structure of the College, following the authority level specified in the figure below:

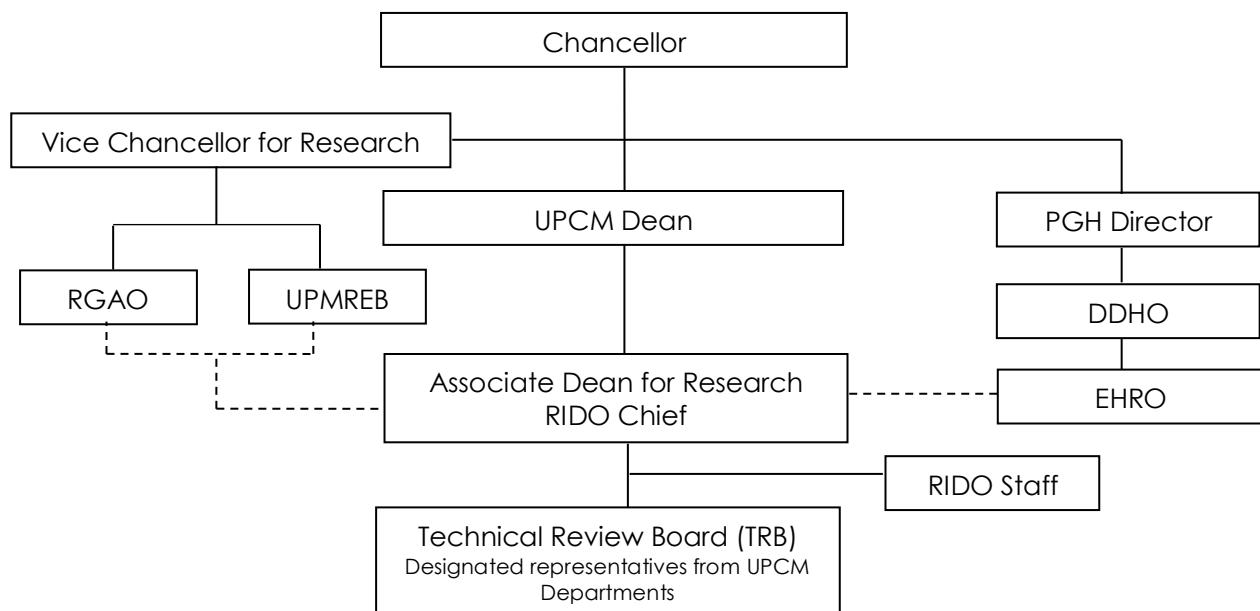


Figure 1 – Organizational Structure of RIDO



# I. ORGANIZATION OF RIDO

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## 5. DUTIES AND FUNCTIONS OF RIDO

### 5.1. RIDO Chief

- 5.1.1. Promotes the conduct of research and research-related activities of the UPCM-PGH through:
  - 5.1.1.1. acquisition and maintenance of a continuing fund for research
  - 5.1.1.2. conduct of training programs, workshops/seminars on research
  - 5.1.1.3. facilitation of dissemination and publication of research outputs
- 5.1.2. Develops, recommends and implements policies and guidelines on the conduct of research by the faculty, students and staff of the UPCM
- 5.1.3. Evaluates and recommends approval and/or funding of research proposals
- 5.1.4. Ensures integrity and confidentiality of research records
- 5.1.5. Organizes and conducts research dissemination forums
- 5.1.6. Endorses research protocols prior ethics review procedures
- 5.1.7. Reviews and approves accomplishment reports, financial reports, etc.

### 5.2. Technical Review Board (TRB)

- 5.2.1. Review, discuss and make appropriate recommendations on research proposals submitted for evaluation
- 5.2.2. Declare any conflict of interests for specific protocols for review
- 5.2.3. Maintain the confidentiality of the deliberations and documents of the TRB



# I. ORGANIZATION OF RIDO

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5.2.4. Participate in continuing education studies in biomedical research

5.2.5. Act as evaluator in research forums

5.2.6. May also function as EHRO reviewer

## 5.3. RIDO Staff

5.3.1. Handle submitted protocols for endorsement of the RIDO Chief

5.3.2. Monitor signed protocols and communicates its availability with Principal Investigators and/or Co-Investigators (or authorized representative)

5.3.3. Maintain records of TRB-approved protocols, research outputs, reports and other relevant documents

5.3.4. Assist in the generation of reports, such as but not limited to, accomplishments reports, ongoing and completed researches, statement of accounts and/or financial status reports, publications, etc.

5.3.5. Assist in the preparation and in the coordination with concerned parties for research forums

5.3.6. Perform necessary administrative functions for the RIDO Chief and RIDO Working Groups

5.3.7. Perform other functions that may be assigned from time to time by the RIDO Chief