

Application for a Survey

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TABLE OF CONTENTS

| <u>NO.</u> | <u>TOPICS</u> | <u>PAGE NO.</u> |
|------------|-----------------------------|-----------------|
| 1 | Objective | 3 |
| 2 | Scope | 3 |
| 3 | Responsibility and Workflow | 3 |
| 4 | Detailed Instructions | 4 |
| 5 | Glossary | 4 |
| 6 | Document History | 5 |
| 7 | Annexes | 5 |
| 8 | References | 6 |

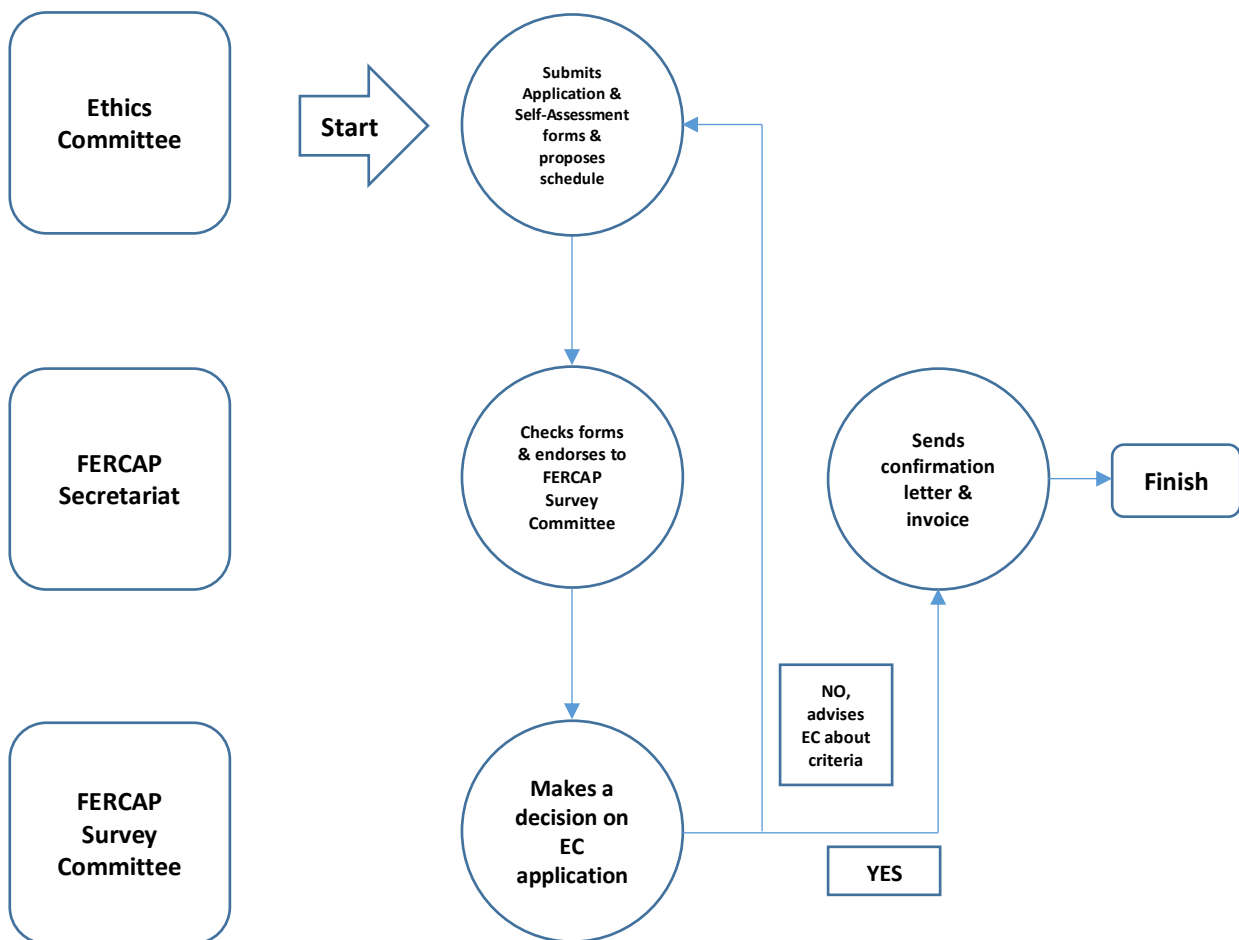
1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to describe the processes and ensure transparency of ethics committee (EC) survey application for the SIDCER Recognition Program.

2. SCOPE

This SOP covers the criteria and processes of EC survey application, including submission of application, endorsement of the application, and decision-making related to the application.

3. RESPONSIBILITY AND WORKFLOW



4. DETAILED INSTRUCTIONS

4.1. Criteria for Application

The criteria for application are the following:

- The EC has been in operation for at least one year.
- The EC has reviewed at least 30 protocols.
- The EC has SOPs that have been implemented for at least six months prior to making an application for a survey.

4.2. Submission of Application

- The EC completes the EC Application Form and fills up the EC Self-Assessment Form.
- The EC proposes a survey schedule.
- The EC submits the EC Application Form and EC Self-Assessment Form and the proposed survey schedule to the FERCAP Secretariat for checking and endorsement. In some cases, depending on the national requirements, the EC submits to the FERCAP Local Coordinator and the FERCAP Local Coordinator is the one to forward to the FERCAP Secretariat and FERCAP Survey Committee.

4.3. Checking and Endorsement of Application

- The FERCAP Secretariat checks the EC survey application for completeness of information.
- The FERCAP Secretariat endorses the EC survey application to the FERCAP Survey Committee within three days.

4.4. Decision on the Application

- The FERCAP Survey Committee makes a decision on the application within 15 days. If the application is not accepted, the FERCAP Survey Committee provides the reason and advises the EC on how to advance the application. If the application is accepted, the FERCAP Secretariat sends notification to the EC.
- The FERCAP Secretariat sends a Confirmation Letter (contains list of documents to submit, financial requirements, and survey date) and Survey Fee Invoice to the EC within 30 days of receipt of the application. In some cases, depending on the national requirements, the Confirmation Letter and/or Survey Fee Invoice is/are sent by the FERCAP Local Coordinator.

5. GLOSSARY

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| EC | An ethics committee. It is also known as ethical review board (ERB), ethical review committee (ERC), human research ethics committee (HREC), institutional review board (IRB), and research ethics committee (REC). It is a group of individuals who undertakes the ethical review of research protocols involving human participants using agreed ethical principles and guidelines. |
|----|---|

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|--------------------------|---|
| FERCAP | The Forum for Ethical Review Committees in Asia and the Western Pacific. It is an organization of ECs within the Asia-Pacific region. It is regional forum under the umbrella of SIDCER. |
| FERCAP Local Coordinator | A FERCAP Steering Committee Member representing a FERCAP area/country or a Representative of the national accreditation institution (e.g. NECAST, PHREB) or a Representative of the area/country network of ECs (e.g. FERCI, FERCSL, FERCIT, FIRREC, NERCIM, PHREN, TAIRB) who coordinates the EC surveys in a FERCAP area/country. |
| FERCAP Secretariat | Composed of the SIDCER Coordinator, FERCAP Coordinator, FERCAP Program Manager, and FERCAP Treasurer that serves as the coordinating and managing arm of FERCAP |
| FERCAP Survey Committee | Composed of the SIDCER Coordinator, the FERCAP Coordinator or FERCAP Program Manager, and the FERCAP Local Coordinator that serves as the coordinating arm in a FERCAP area/country. |
| SIDCER | The Strategic Initiative for Developing Capacity in Ethical Review (SIDCER). It is a global network of EC fora composed of FERCAP and the Pan-African Bioethics Initiative (PABIN). |

6. DOCUMENT HISTORY

| Version/Year | SOP Code | Revisions |
|--------------|-----------------------------|---|
| 1.0/2010 | SIDCER-FERCAP Survey SOP001 | Initial SIDCER-FERCAP Survey SOP. |
| 2.0/2019 | SIDCER-FERCAP Survey SOP 01 | Procedures and workflow were elaborated according to practice. FERCAP Survey Committee was added. Responsibility (in the workflow) and references were added. |
| 3.0/2020 | SIDCER-FERCAP Survey SOP 01 | Format was changed. Texts were edited for clarity. Annex codes were revised and forms were added. |

7. ANNEXES

- SIDCER-FERCAP Survey Form 01 - Application
- SIDCER-FERCAP Survey Form 02 - Self-Assessment
- SIDCER-FERCAP Template 08 - Confirmation
- SIDCER-FERCAP Template 12 - Invoice

8. REFERENCES

- FERCAP Terms of Reference, 2000, 2004
- WHO Surveying and Evaluating Ethical Review Practices, 2002
- SIDCER-FERCAP Survey Standard Operating Procedures, 2007, 2010, 2019



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Application for a Survey
SIDCER-FERCAP Survey SOP 01
Version No. 3.1, 17 March 2020

Page 6 of 6

- SIDCER-FERCAP Survey Forms, 2009, 2013