RESEARCH MANUAL FOR MEDICAL STUDENTS

Center for Health Research & Innovation
Gullas College of Medicine
Banilad, Mandaue City
Philippines

2025

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THE FOUNDATION OF EVIDENCE-BASED MEDICINE

Research in a medical school is the orderly study of health and disease issues that forms the foundation of evidence-based medicine. This manual provides researchers with research policies, guidelines, and procedures to support their work. It will hopefully provide a comprehensive guide for medical students, faculty, and non-teaching staff throughout the entire research lifecycle, from formulating a question to communicating their findings. It emphasizes the critical importance of ethical research conduct, methodological rigor, and essential appraisal skills.

Research in the Gullas College of Medicine (G.C.M.) aims to provide a platform for understanding learning, teaching, and assessment in the field of medical education. This can be achieved by fostering a research culture, enhancing research skills, and improving the quality of training in medical education. G.C.M. will promote the development of researchers, aiming to contribute to the improvement of population health.

At G.C.M., 'Research' will be considered as the systematic and disciplined activity undertaken to create and advance knowledge. Its characteristics include an organized and orderly methodology and an obligation to improve population health.

STATEMENT OF PRINCIPLES

Conducting research in G.C.M. is a requirement in the medical education program of G.C.M.. It shall observe the following principles:

1. The G.C.M. is committed to honesty, excellence, and relevant research in the pursuit of its Vision and Mission.
2. G.C.M. will not allow classified or secret research.
3. The free and transparent exchange of ideas and information is fundamental to the
4. Technology Transfer and Business Development Office (TTBDO) of the College. This exchange is subject to the provisions of the Data Protection Act and other relevant laws and regulations.
5. All members of the G.C.M. community shall be informed of these policies and procedures.

THE CENTER FOR HEALTH RESEARCH & INNOVATION (C.H.R.I.) OFFICE

C.H.R.I. MANDATE. The C.H.R.I. is mandated by the following laws, rules, and regulations:

1. Republic Act 10532, also known as "An Act Institutionalizing The Philippine Health Research System (PNHRS) dated May 07, 2013, declared that research and development initiatives should uphold the right to health of the people, instill health consciousness among them, and improve the quality of life of every Filipino. In Section 5.a., it further states that health research should be linked to health system needs. The act, through its implementing Rules and Regulations (IRR), Rule 23, Section b, requires the establishment of a Research Ethics Committee (REC). It states that, "…the National Ethical Guidelines for Health and Health-related Research shall include the standards for the establishment and management of ethics review." Its implementing rules and regulations require the alignment of the health research agenda with societal, economic, scientific, environmental, and educational goals. Regional health research systems shall also be established in every region of the Philippines. All health research should be registered in the Philippine Health Research Registry and published in HERDIN.

   Today HERDIN has been updated to become the HERDIN Plus. G.C.M.'s Library had sponsored a workshop training G.C.M. faculty, C.H.R.I. staff and students on the use of HERDIN| Plus.

2. CHED Memo 18, s 2016, which states in sec 4.2.a, that one of the program outcomes of any Higher Education Institute (HEI) should enable students to "Participate in the generation of new knowledge or in research and development projects among graduates of universities." It further states in sec. 4.4, that program outcomes specific for the Doctor of Medicine program should enable students to, 'Engage in research activities, such as the utilization of current research evidence in decision making as practitioners, educators, or researchers."…and…"Participate in research activities." The memo also describes the medical graduate competency standards and their corresponding performance indicators in Annex 2.A which is shown below.

Research Competency Standards	Performance Indicators
Given different data and information, the medical graduate should be able to: 1. Critically appraise relevant literature 2. Apply research findings into practice appropriately Given a clinical dilemma, the medical graduate should be able to: 1. Formulate sound, relevant. and viable research questions 2, Consider an appropriate research design 3. Gather data systematically, 4. Apply appropriate statistical analysis, 5. Write a cohesive research paper, and 6. Disseminate research outputs	1 . Present a comprehensive research portfolio 2. Submit actual critical appraisals of relevant literature 3. Submit copies of research projects, publications of completed, proposed, on going, etc.

3. Ched Memo 15, s 2019, requires graduate *(medical)* students to publish their research in a peer-reviewed journal as a prerequisite for graduation, a policy sometimes referred to as "Publish, or No Degree". It rationalizes graduate education research in line with global standards and best practices. This CMO emphasizes research productivity and collaboration within and outside of an HEI.

4. G.C.M. Memorandum dated January 10, 2024, established the Center for Health Research & Innovation. It was later relocated under the Office of the Vice President, following instructions from consultants at the National PHREB office. This complies with CMO 15, s 2019, which suggests that HEIs should establish support systems for research.

5. The C.H.R.I. shall design, operate, and evaluate a Technical Service Panel and a Publication Desk. The C.H.R.I.'s functions are stated in section 32 of the PHREB guidelines, which are as follows: (PHREB, 2022):

1. Review the scientific merit of the research involving human participants.

2. Undertake the same review process for foreign research protocols even if they have been ethically cleared by a foreign institution, applying ethical standards that are no less stringent than they would be if the research were to be carried out in the country of the sponsoring agency.

3. Ensure that the proposed research is responsive to the priorities and health needs of the country and that it meets the required ethical standards;

4. Promote research integrity by identifying and resolving conflicts of interest;

5. Report to the institutional or national authorities any matter that affects the conduct and ethics of research which, in its view, may affect the rights and safety of research participants;

6. Keep a systematic and organized record of all proposals reviewed, including actions taken and other pertinent information;

7. Establish appropriate mechanisms in all stages of the research to:

- Guide research participants, including proponents and researchers;
- Ensure prompt reporting of changes in the protocol and unanticipated problems;
- Ensure the proper documentation of and adherence to the confidentiality rule and policy on informed consent; and;
- Monitor the progress of ongoing research until its completion.

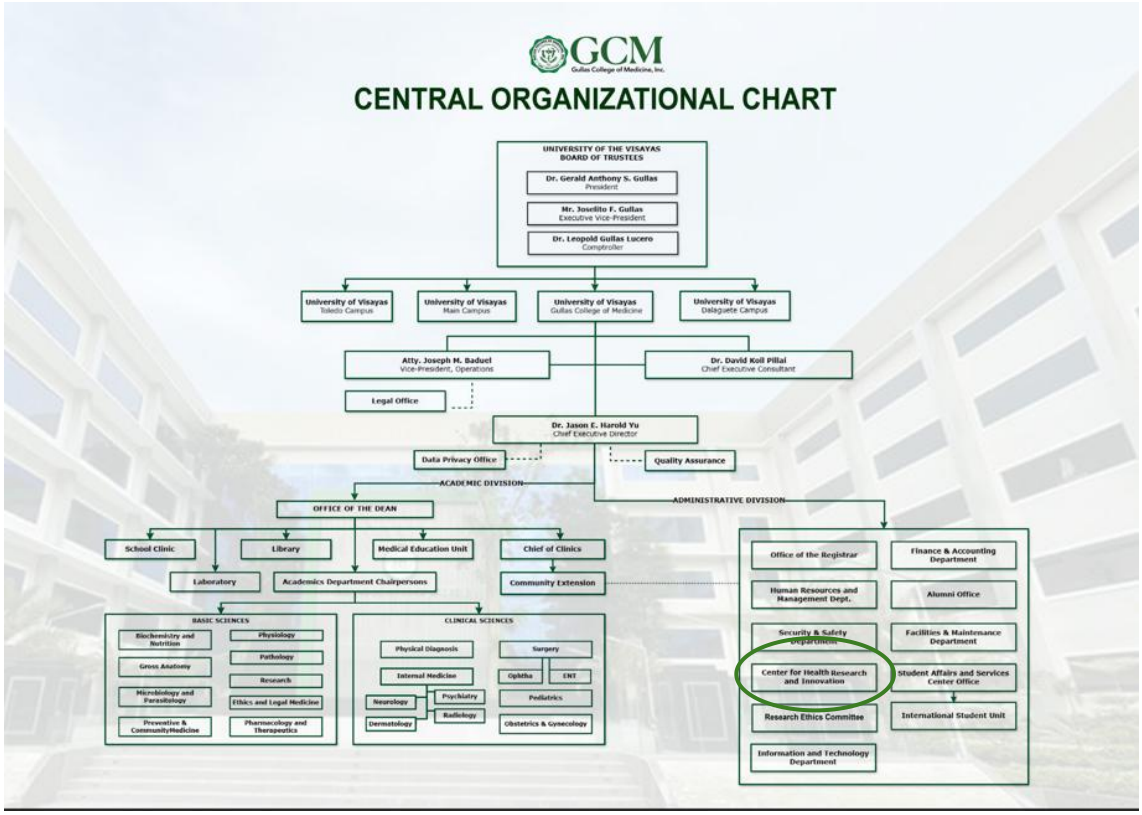


Figure 1. *Location of C.H.R.I. in the Organogram of the G.C.M.*

The C.H.R.I. reports to and is under the supervision of the Office of the Vice President, as shown in the G.C.M..

VISION, MISSION, AND OBJECTIVES

G.C.M. VISION. G.C.M. Envisions Becoming A Top Medical School And Home Of Globally-Competent And Compassionate Physicians Dedicated To Excellence And Service To Communities Worldwide.

G.C.M. MISSION: Research - Establish And Sustain A Culture Of Ethical and Scientifically Sound Research Among Students, Faculty, And Non-Teaching Personnel.

G.C.M. INSTRUCTION: Engage Students In Dynamic And Effective Instruction Through Conducive, Collaborative, And Innovative Learning Environments That Are Responsive To The Health Needs Of Society.

G.C.M. VALUES: Inculcate Altruistic Principles Driven By The Desire To Serve Others.

G.C.M. EXTENSION: Promote Social Responsibility Among Students, Faculty, And Non-Teaching Personnel Through Implementation Of Relevant Health Development Programs Geared Towards Community Empowerment.

C.H.R.I. VISION. Improve Population Health Through Health Research And Innovation

C.H.R.I. MISSIONS:

1. Build And Sustain A Facilitating Environment For Health Research In The School
2. Provide Leadership In Health Research
3. Promote And Support A Health Research Culture

C.H.R.I. OBJECTIVES

1. To improve the number of faculty members, students, and non-teaching staff with research
2. To enhance the research training program
3. To improve the number of ethically and scientifically sound publications in national and international publications

THE C.H.R.I. LOCATION IN THE G.C.M. ORGANOGRAM

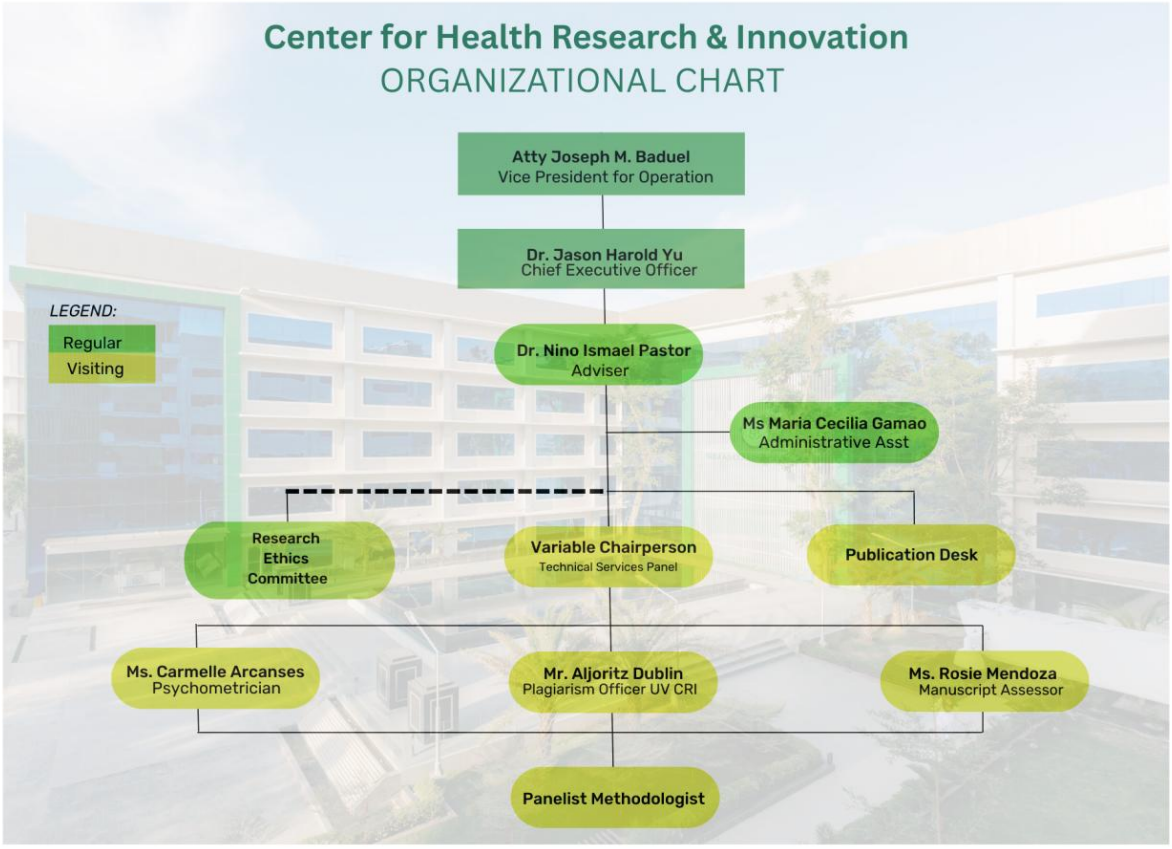


Figure 2 *The C.H.R.I. Organogram*

THE G.C.M. C.H.R.I. HEALTH RESEARCH AGENDA

This list of health topics were prepared by the GCM QAQC office and finalized by CHRI. It includes GCM significant topics based on the NUHRA and RUHRA. All GCM are encouraged to choose these topics:

Framework Code	Framework Key Areas	College Research Thrust
H	Healthcare Service Delivery for UHC	• Maternal and Child Health • Infectious Diseases • One Health (human health, animal health, environmental health, and plant health) • Medical Technologies • Non-communicable Diseases • Communicable Diseases • Mental Health • Maternal & Child Health • Reproductive Health • Nutrition & Food Safety
E	Environment	• Sanitation • Occupational health • Environmental Health • Disaster Health • Climate change
A	Arts, Culture and Health Technology	• History of medicine • Medical Sociology • Medical Anthropology • Traditional, complementary, and integrative healthcare • Biotechnology and biomedical devices • Precision medicine • Digital and artificial intelligence interventions for health • Health product regulation and assessment
L	Law and Order	• Health Policy & Laws • Worker's Safety and Healthtainable Cities and Communities • Patient Safety • Health Human Resources
E	Emerging Technology	• AI in Medical Practice • Biotechnology
R	Resiliency	• Health Resiliency • Social Resiliency • Disaster Risk Reduction and Management
S	Spirituality	• Spiritual Health • Medical Ethics • Halal in Medical Practice

THE G.C.M. RESEARCH COMMITTEE.

G.C.M., through the C.H.R.I., had established a Research Committee. This initiative aims to comply with the PAASCU requirement for a research program to foster the research capabilities of our students by providing them with a structured platform to explore and engage in research activities. The functions of the Committee are:

1. Encourage, promote, and advocate for research by students.
2. Coordinate student research activities in and outside of the College.
3. Suggest student research activities to the C.H.R.I..
4. Act as the liaison between student research groups and the C.H.R.I.
5. Assist in implementing the C.H.R.I. research program

The members of the Committee will be student representatives for each year level, the Chairperson of the Research Department, representatives from the C.H.R.I., the Librarian, and one representative from the Student Affairs and Services Center (SASC) of G.C.M..

The members (AY 2025) are shown below.

Chairperson:	Dr. Niño Ismael Pastor, *Adviser*, C.H.R.I.
Vice-Chairperson:	Dr. Hanze Merle Claros, *Chairperson*, Department of Research
Secretary,	Ms. Maria Cecilia Gamao, *Administrative Officer*, C.H.R.I.
Members	Dr. Mila Maruya, *Director*, SASC
	Mr. Dickstler Mark Lumansag, Library representative

Student representatives by Year Level

MD 1	
Section B	Rajesh Kumar Gurumoorthy
	Monish Paramasivam
	Pracheta Pusty
	Shabnam Yasmeen Shafi Baig
	Saurav Tejwani
MD 2	
Section A	George Tristan Baybay
Section D	Mefia Chantel Nelson
Section E	Saraswati Kharade
	Sakhare Shruti
MD 3	
Section A	Jeanifer Macasiljig
Section J	Kaartikey Dube
	Kiran Saravanan
	Gowtham Paneer Selvam
	Rajkumar
Section B	Mohammed Shafia Nawaz
MD 4	
Clerk	Snehasis Nayak
	Sayed Zafar

G.C.M. C.H.R.I. SERVICES

G.C.M. C.H.R.I. provides the GCM community the following services:

1. Technical service paneling
2. C.H.R.I. Magazine publication
3. Research Incentives for research publications
4. Anti-plagiarism certification
5. Manuscript assessment

THE C.H.R.I. TECHNICAL SERVICE PANELING

THE RESEARCH PROCESS: A STEP-BY-STEP PROCEDURE

1. State the Research Question/Problem
   - Check the National Unified Health Research Agenda from the Department of Science & Technology (DOST) , or Regional Unified Health Research Agenda (DOST7), or the G.C.M. C.H.R.I. health research agenda for an interesting topic.
   - Suggest a clinical problem or knowledge gap for that topic by reading about it.
   - Discuss it with your group or team members.
   - Jointly frame a precise and dedicated research question by breaking the problem or gap using the Population, Intervention, Comparison, Outcome (PICO) framework to refine the question to a simple answerable question.

     a. Example: For a study on a new drug, the PICO could be: (P) Patients with hypertension, (I) New drug A, (C) Standard drug B, (O) Reduction in blood pressure.
     b. Convert the PICO into a title and submit it for approval to your adviser, and then to the Chair of the Research Department.

2. Develop a plan for your research study (Fill out the form below or make your own)

PROJECT: _____ DATE: __

Months	MONTH 1				MONTH 2				MONTH Etc			
Weeks	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
ACTIVITIES												
Draft proposal *												
Received adviser comments												
Revised proposal												
Adviser approves												
Research dept approval												
Schedule for oral Défense Chp 1 – 3 (First year)												
Panel revision made (if needed)												
Adviser approves												
Research dept chair endorses proposal												
Prepare, then apply for ethics review												
Ethics review												
REC revision complied (if needed)												
Ethics clearance document approval												
Collect data/ lab testing												
Encode data												
Clean data												
Data analysis												
Interpret findings												
Prepare Chp 4 - 5												
Adviser approval												
Research Dept Chair endorses to C.H.R.I.												
Final Défense Chp 1 – 5**												
Anti-plagiarism check												
Manuscript assessment												
Binding and submission of approved research												

* Create a detailed research project following the latest template from the Research Department.

** Read and follow the Instructions After Final Defense

3. Do a Literature Search
    - There are two forms of literature searches
        - Checking on the references at the back of the article about the topic of your research of interest, or
        - Looking for a review article about your research of interest
    - Use the G.C.M. library or databases such as PubMed, Embase, ScienceDirect, HerdIn Plus, or the Cochrane Library.
    - At the end of the literature search, you should have a broad comprehension of the topic, its research gaps, and give you an idea about the study design.

4. Secure REC / IACUC Approval / BPI certificate: Submit the proposal and relevant documents to the REC / IACUC. Do not conscript participants or collect data until you have received formal REC / IACUC approval.

5. Implement the research: Recruit participants and collect data/samples or perform the test according to the approved protocol. Adherence to the protocol and Good Clinical Practice (GCP) guidelines is crucial for data integrity.

6. Analyze Data: Perform statistical analysis as per the predefined plan.

7. Interpret Findings and Draw Conclusions: Discuss the results in the context of the initial research question and existing literature. Formulate conclusions, acknowledging the study's limitations.

8. Write a manuscript and submit it to the Research Dept and later the C.H.R.I. The proposal shall undergo an oral defense hearing (Chapters 1 – 3), and a Final defense hearing for Chapters 1 to 5. There are documents from the Research Dept. and CHRI to be filled out.

The progress of research will be assessed by the faculty adviser for student research, the team leader, or the principal author of any faculty or non-teaching staff research. The progress will be reviewed twice a year, before and after the research has undergone an oral defense or final defense hearing.

POLICY FOR CONDUCTING ORAL DEFENSE FOR MEDICAL RESEARCH

Introduction. This policy outlines the processes and standards for the oral defense of medical research conducted by students and researchers of GCM. This will assess the candidate's understanding of their research, their ability to articulate their findings, and their capacity to defend their research proposal. The defense serves as an evaluation of the candidate's mastery of the research topic and their readiness to make significant contributions to the field of medicine. There will be two oral defenses: a proposal defense (Chapters 1 to 3) and a final defense (Chapters 1 to 5). The proposal defense will be for freshmen candidates, while the final defense will be for sophomores.

Admission and Scheduling. The candidate for a proposal defense must have completed all research and writing requirements as stipulated by the Research Department. The research manuscript must have been submitted and approved by the faculty adviser, who then endorses it to the Chair of the Research Department.

The oral defenses must be scheduled at least four weeks in advance to allow ample time for C.H.R.I. to assign committee members to review the manuscript. The candidate is responsible for coordinating with C.H.R.I.. The oral defenses must be conducted before the end of each academic year.

Composition of the Panel of Experts. The CHRI head shall propose a maximum of 4 members of the Technical Service Panel for oral defense (Chapter 1 to 3) and final defense (Chapter 1 to 5) hearings. The committee shall ideally be composed of the following:

1. Chair
2. Methodology Expert
3. Medical Content Expert
4. Adviser

This panel of experts will conduct the proposal defense hearing for Chapters 1 to 3. The conduct of these hearings shall be guided by a CHRI checklist designed for this purpose (Appendix 1). The same panelists will oversee the final defense hearing for Chapters 1 to 5. The conduct of these hearings shall also follow the same CHRI checklist (Appendix 1). The final grade for the proposal will be based on the grades for Chapters 1 to 5.

Oral Defense Format and Procedure. The exact format and procedures apply to both proposal and final defense hearings.

Oral presentations should not exceed 15 minutes. It will be held in the C.H.R.I. conference room. The candidate will use the presentation template available from the C.H.R.I. as attached below

GCM panel ppt template.pdf

The above attached PowerPoint slides for the oral defense presentation should be observed, and include the following:

1. Title
2. Introduction (Theoretical Framework)\
3. Introduction (The Problem, Statement of the Hypothesis
4. Significance of the study
5. Study design and site
6. Sampling method
7. Materials, equipment or instruments
8. Data gathering method
9. Data analysis method
10. Results
11. Discussion: major findings
12. Discussion: minor findings
13. Conclusion
14. Recommendation

The question and answer session will be 90 minutes maximum. The panel of experts will engage the candidate in a question-and-answer session. The questions may range on any aspect of the research, and most specially the broader implications of the research.The candidate is assumed to defend their work, demonstrate a comprehensive understanding of the topic, and provide well-reasoned responses. The panel of experts will will take turns asking questions. If the research is authored by more than one candidate, the panel will ask each candidate and grade their response accordingly. After the Q&A session, the candidate(s) will be asked to leave the room, while panel will deliberate in private to evaluate the candidate's performance.

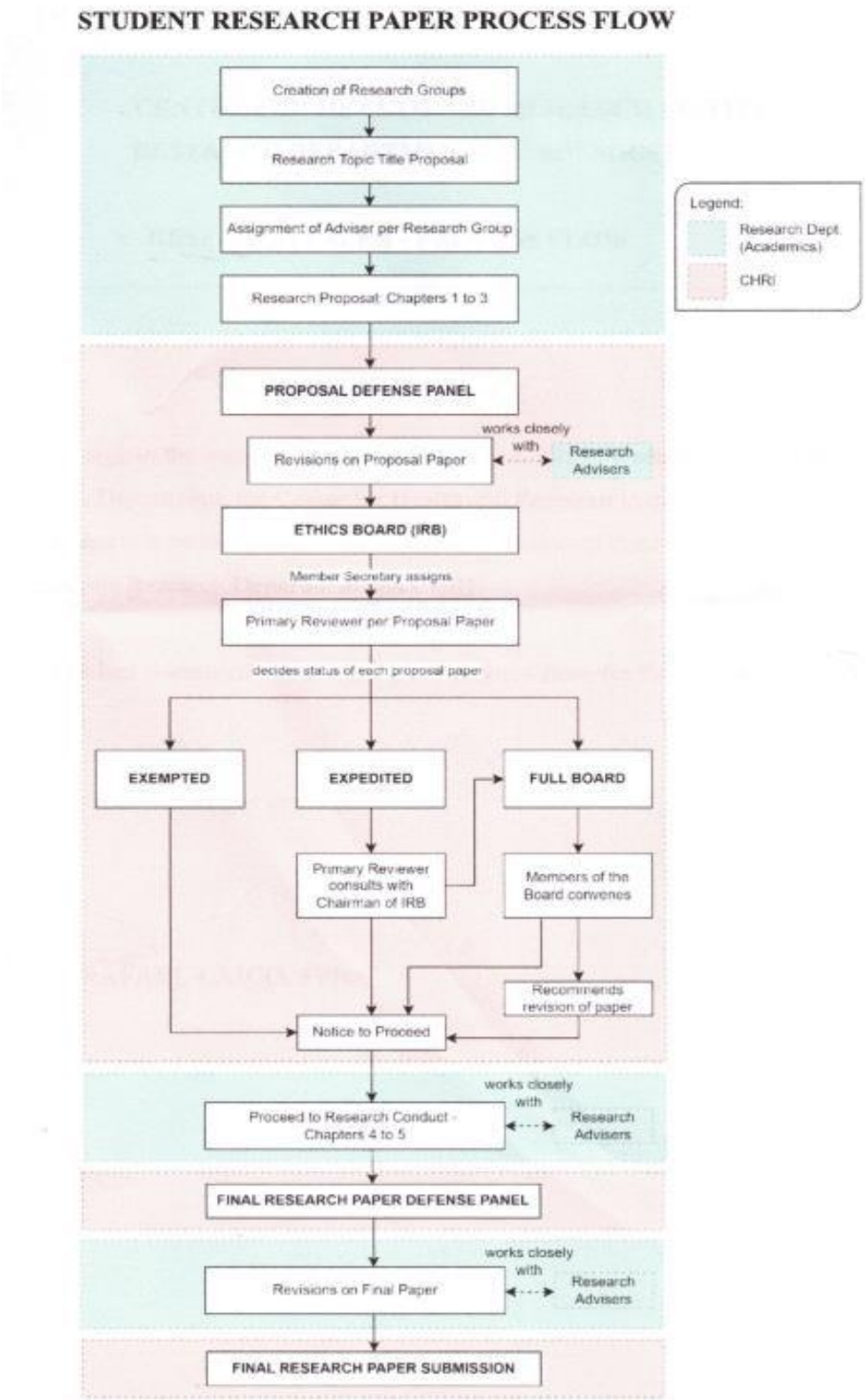
Evaluation Criteria. The panel will use the checklist attached in Appendix 1 and evaluate the candidate's performance based on the following criteria:

- Presentation (10%) should be well-structured, easy to follow, and professionally delivered.
- Depth of Knowledge (30%): The candidate should demonstrate a thorough understanding of the research topic, including the relevant literature and theoretical frameworks.
- Defense of Methodology (10%): The candidate should be able to justify their research design and methods, addressing any potential limitations or biases.
- Interpretation of Results (10%): The candidate should accurately and logically interpret their findings, linking them back to the research question and objectives.
- Critical Thinking and Analytical Skills (30%): The candidate should be able to critically analyze their own work and respond to questions thoughtfully and analytically.
- Professionalism (10%): The candidate should maintain a professional demeanor throughout the defense.

C.H.R.I. PROCESS FLOW FOR RESEARCH PROPOSALS

FIRST YEAR **SECOND YEAR**

STUDENT RESEARCH PAPER PROCESS FLOW (Redula, 2024):



INSTRUCTIONS AFTER FINAL ORAL DEFENSE

On behalf of the Offices of the **Department of Research (Academics)** and the **Center for Health Research and Innovation (CHRI)**, we would like to extend our congratulations on successfully presenting your final research manuscript. Your dedication to upholding the mission of our institution in sustaining a culture of quality research have brought you one step closer to completing your academic requirements. (Claros and Pastor, 2025)

As part of the post-defense process, please be guided of the following required steps:

STEPS	ACTIVITY	OFFICE/DEPARTMENT INVOLVED	DETAILS	DOCUMENTS TO SUBMIT	DOCUMENTS TO RECEIVE
1	**Evaluation of Research Manuscript Revisions**	GCM Department of Research (Academics) *Ms. Ivy Cordero – Research Secretariat	Revise research manuscript as suggested by the Panel during the oral defense. This should be reflected on the Paneling Checklist Form.	• One (1) physical copy of the revised manuscript in a white sliding folder; Revisions should be highlighted in yellow • Paneling Checklist Form (signed by the Panel Chairman)	*Certificate of Compliance issued by the Research Chairman attesting that the manuscript has been revised based on the recommendations provided by the panel. *Forward the certificate to the Center for Health Research & Innovation (CHRI). Look for Ms. Maria Cecilia Gamao (CHRI Administrative Asst) for further instructions on the next step (Plagiarism Certification)
2	**Research Manuscript Plagiarism & AI Detection Assessment**	Center for Research and Innovation (CRI) 5th Floor, New Building University of the Visayas Colon St., Cebu City *Mr. Aljoritz Dublin Plagiarism Officer of CRI	Evaluation of the research manuscript in terms of originality and the presence of AI-generated content **Required Cut-Off Values:** • Plagiarism Percentage: **</= 12%** • AI-Detection Percentage: **</= 40%**	• Soft copy of the revised manuscript in MSWORD file* • Soft copy of Notice to Proceed by GCM CHRI* • Soft copy of Panelist Checklist Form from Final Oral Defense* • Official Receipt of Php750.00* *Online copies of the documents are submitted to: uvplagiachecker@gmail.com	• Originality Certificate & Turn-It In Result (*see cut off values)

STEPS	ACTIVITY	OFFICE/DEPARTMENT INVOLVED	DETAILS	DOCUMENTS TO SUBMIT	DOCUMENTS TO RECEIVE
3	**Grammatical Assessment of the Research Manuscript**	Maritime Research Unit 5th Floor, New Building University of the Visayas Colon St., Cebu City *Mrs. Rosie Mendoza Faculty Research Specialist	The research manuscript undergoes a grammatical review to ensure clarity, coherence, and adherence to institution's format. This also ensures the manuscript meets standards for publication.	• Soft copy of the revised manuscript in MSWORD file* • Soft copy of Originality Certificate and result • Official Receipt of Php750.00 (this is a separate payment from Step 3) *Online copies of the documents are submitted to: rmendoza@uv.edu.ph	Certificate of Grammarian Assessment
4	**Hardbound of the Research Manuscript**	Printing Press of Students' Choice You may contact the printing press we have previously used for manuscript binding. Please note that we are not officially affiliated with them. Their contact details are provided below for your reference: • Dayon Enterprise Printing PressP. Del Rosario St. Cebu City # 0930 3436 889 dayon_enterprise@yahoo.com • Calimpon Bookbindery 21-2 P. Del Rosario St. Cebu City Look for Mr. Paterno Carangue Calimpon # 0917 708 6370 (032) 514 8656 (032) 253 3506	Students are required to submit two final hardbound copies of the approved research manuscript. The hardbound copies must adhere to the prescribed formatting guidelines. This submission serves as the official and archival copy for the Gullas College of Medicine and the CHRI.	Two (2) physical copies of the research manuscript including the preliminary pages and appendices. Must have the following attachments: - Blank First Page - Title Page - Approval Sheet & Panel of Oral Examiners - Abstract - Table of Contents - List of Tables/Figures/Images - Chapter 1-5 - References - Appendices - A. Transmittal Letters (Signed) - B. Informed Consent - C. Certificate of Questionnaire Validity - D. Notice to Proceed and Agreement - REC - E. Certificate of Exemption from Review - F. Notice to Proceed - CHRI - G. Panel Checklist Form - H. Originality Certificate and Turn-It In Result - I. Grammarian Certificate - J. Curriculum Vitae	Two (2) physical copies of the research manuscript in a green hardbound; **Please see Appendix B for the format of the hardbound*

STEPS	ACTIVITY	OFFICE/DEPARTMENT INVOLVED	DETAILS	DOCUMENTS TO SUBMIT	DOCUMENTS TO RECEIVE
5	**Submission of the Hardbound Research Manuscript to Center for Health Research and Innovation**	Center for Health Research and Innovation (CHRI) *Ms. Maria Cecilia Gamao CHRI Administrative Asst	The final hardbound research manuscript must be submitted after all required revisions and certifications are completed to the CHRI Office. This submission is an **academic requirement for graduation** and serves as the official record of the student's scholarly work. **REC Folder:** For the REC folder, all completed files must be compiled and updated in a **green binder folder**.	▪ Two (2) hardbound physical copies of the research manuscript to CHRI Office - Approval Sheet SIGNED by the Final Oral Defense Panelist - SIGNED by the Dean ▪ Green Binder Folder	

APPENDIX A
Required Preliminary Pages and Attachments for Final Hardbound Research Manuscript

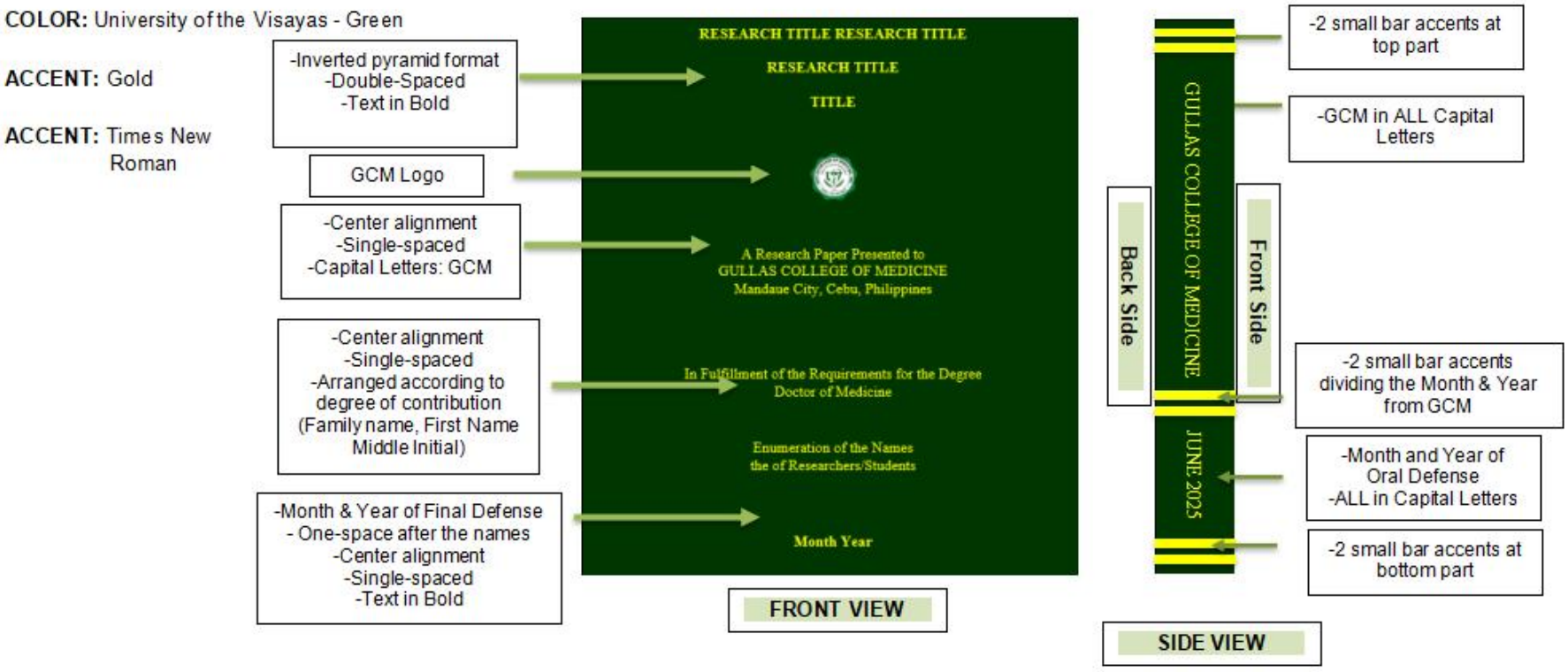
- Blank First Page
- Title Page
- Approval Sheet & Panel of Oral Examiners
- Abstract
- Table of Contents
- List of Tables/Figures/Images
- Chapter 1-5
- References
- Appendices:
  - Transmittal Letters (Signed)
  - Informed Consent
  - Certificate of Questionnaire Validity
  - Notice to Proceed and Agreement - REC
  - Certificate of Exemption from Review
  - Notice to Proceed - CHRI
  - Panel Checklist Form
  - Originality Certificate & Turn-It In Result
  - Grammarian Certificate
- Curriculum Vitae

APPENDIX B
Hardbound Format

COLOR: University of the Visayas - Green

ACCENT: Gold

ACCENT: Times New Roman



THE C.H.R.I. MAGAZINE (CHRIMag)

The CHRIMag is an open-access magazine for any GCM research or research-related concerns or activities from faculty, students, and non-teaching staff. This magazine will serve as a platform for showcasing groundbreaking research, innovative ideas, and collaborative efforts that advance population health science. It is dedicated to offering the GCM community the best and most updated information in population health science, and medical research, and education. CHRIMag expects to achieve C.H.R.I.'s vision and mission by providing visibility of research by students, faculty and non-teaching staff. The magazine aims to strengthen GCM's research culture and facilitate both institutional growth and community impact. It will be an annual publication from the GCM Marketing office.

The CHRIMag follows a meticulous review and editing processes to evaluate manuscripts.

INSTRUCTIONS TO AUTHORS AND/OR CONTIBUTORS

Please submit your contribution or research to _____ or to

The Adviser, CHRIMag
Address:
2/f GCM Main Bldg
Bgy Banilad, Mandaue City
Cebu, Philippines

COVER LETTER

Submissions must have a cover letter addressed to the Adviser, CHRIMag. The letter must include the following:

- Complete title of the paper / submission
- Intention for submission
- Significance of the submission
- For research manuscripts
  - Authors fulfill the 4 criteria of authorship by the International Committee of Medical Journal Editors (ICMJE, 2025):
    - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
    - Drafting the work or reviewing it critically for important intellectual content; AND
    - Final approval of the version to be published; AND
    - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
  - Author(s) have reviewed the manuscript and have agreed to the publication of the paper
  - It should also state that the manuscript has not been published elsewhere.

TYPES OF SUBMISSIONS

CHRIMag will receive any qualitative and quantitative original research papers, review articles, commentary, letter to the Adviser, research on medical education, approved research proposals, any written account of a research activity participated by GCM stakeholders. All submitted research manuscripts must indicate proof of GCM Research Ethics Committee (REC) approval.

FOR RESEARCH MANUSCRIPT

Format and layout must comply with the latest version of GCM research manuscript template of the Research Department.

REFERENCE CITATION

The **American Psychology Association's 7th Edition** must be used for reference citation and reference writing. In the Bibliography/List of References, the numbering is based on how the articles were cited in the manuscript. Author(s) appearance/s will be as follows:

-If 1-3 authors: include all.
-If 4 or more authors: only first 3 authors will be cited, and write "et. al."

DISCLOSURE AND CONFLICT OF INTEREST

Full disclosure of potential conflict of interest of authors and any factor that may inappropriately influence bias in the execution of research and publication of the manuscript must be clearly stated and written at the end of the manuscript after the references.

ACKNOWLEDGEMENT

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged (ICMJE, 2025). Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading (ICMJE, 2025).

G.C.M. C.H.R.I. RESEARCH INCENTIVES FOR RESEARCH PUBLICATIONS

RESEARCH
INCENTIVES FOR AN

THE G.C.M. RESEARCH ETHICS COMMITTEE (R.E.C.)

The G.C.M. Research Ethics Committee is a group that reviews and monitors biomedical research involving human subjects. Its main purpose is to protect the rights and welfare of research participants. No research can begin without REC approval.

All medical research involving human subjects must adhere to strict ethical principles and comply with the relevant regulatory frameworks outlined below.

The Declaration of Helsinki. In 1964, the World Medical Association established recommendations for biomedical research involving human subjects, now known as the Declaration of Helsinki. This guide outlines international research ethics and rules for research conducted in conjunction with clinical care or for non-therapeutic purposes. Revised in 1975, 1983, 1989, and 1996, it forms the basis for Good Clinical Practices.

The Council for International Organizations of Medical Sciences (CIOMS) and the World Health Organization (WHO) have jointly developed a guide that emphasizes the importance of research with both scientific and social value, particularly in low-resource settings. This guide offers specialized guidelines for conducting health-related research, with a focus on the involvement of vulnerable groups, and outlines the conditions under which biological samples and health-related data can be used.

To illustrate the real-world stakes, consider the scenario in which a developing country is conducting research on a new vaccine for a common infectious disease. The ethical dilemma may arise in ensuring that participants receive proper follow-up care and that the benefits of the research are equitably distributed, rather than being concentrated among a few or leveraged by external entities. This scenario highlights the importance of maintaining ethical rigor and social value in research, as outlined in CIOMS-WHO standards.

B**elmont Report Principles**: Respect for Persons: Acknowledging the autonomy of individuals and protecting those with diminished autonomy. This is embodied in the process of informed consent and voluntary participation.

Beneficence: Maximizing potential benefits while minimizing harm to participants.

Justice: Ensuring the fair distribution of research benefits and burdens.

Respect: Ensures that the treatment of participants is autonomous agents who can make informed choices and provide special protections for those with diminished autonomy

Republic Act 1053 (Philippine National Health Research System Act of 2013) established the PNHRS and PHREB. It provides the legal basis for the national policy on health research ethics.

DOST Special Order No. 91 s. In 2006, PHREB was created under the Department of Science and Technology (DOST).

JOINT MEMO ORDER 2012-0001 comes from DOST, DOH, CHED, and UPM. It requires PHREB-registered or accredited Research Ethics Committees to facilitate research ethics reviews.

In compliance with this, the G.C.M. created a REC by virtue of the G.C.M. Memo dated September 21, 2024, and it was initially under C.H.R.I. during its start-up. The REC was relocated to the Vice President's Office, following instructions from PHREB consultants in a separate G.C.M. memorandum issued in 2024.

Atty Geraldine Jorda heads the Research Ethics Committee (REC). Its organizational chart is shown below.

Figure 1 *The R.E.C. Organogram*

As reflected in the Figure 1, the R.E.C. is duly constituted with 9 regular members, further complemented by 3 alternate members and 11 independent consultants. This composition, totaling 22, ensures compliance with established ethical review guidelines and demonstrates the Committee's capacity to uphold the integrity of its mandate. The R.E.C. and G.C.M. researchers are guided by a Standard Operating Procedure Manual drafted by the R.E.C and reviewed by the consultants from PHREB. It will be submitted to PHREB for approval. The REC has been registered with the PHREB and is applying for ac/or creditation this year, 2025.

ANIMAL RESEARCH

Animal research benefits both animals and humans. But researchers from G.C.M. must understand that using animals in research is a privilege, not a right. As of 2025, only one animal research study has been performed in G.C.M.. The use of animals for research must be justifiable and needed. The researcher must recognize that animal welfare is also a form of human welfare. This principle was demonstrated in a recent study conducted in the Philippines, where researchers successfully developed a vaccine for a zoonotic disease, resulting in a significant reduction in transmission rates among local livestock and a corresponding decrease in health risks for humans in surrounding communities. According to the Bureau of Animal Industry, "Philippine animal welfare laws and policies mandate that pain and distress should be avoided. If not avoidable, such suffering in test animals should be limited to only that which is necessary to attain study objectives (PCHRD, 2025)." ("Animal welfare is human welfare," a DA Bureau emphasizes, 2015)

The following regulatory framework governs animal research:
Republic Act 8485 (The Animal Welfare Act of 1998): The Animal Welfare Act of 1998 is the first Philippine law that protects the welfare of animals by prohibiting acts of cruelty towards animals, such as maltreatment, torture, killing, and neglect. It also regulates the sale, transport, and handling of animals to ensure their welfare. Apart from listing prohibitions, this Act requires researchers to integrate humane practices into their day-to-day activities actively. This means ensuring that all procedures minimize animal discomfort and apply alternatives wherever possible. By doing so, G.C.M. scientists uphold ethical standards in animal care. ("Republic Act No. 8485", 1998)
PD 1602 (The Anti-Cruelty Law): The Anti-Cruelty Law prohibits using animals for experimentation without proper authorization. ("Animal Welfare: PH Laws protecting our furry friends", n.d.)
Republic Act 10631 (The Philippine Animal Welfare Act of 2013): This law strengthens the Animal Welfare Act of 1998 by providing stricter penalties for animal cruelty. ("Republic Act No. 10631", 2013)

The requirements for the authorization to conduct research using animals are the following: (1) Description of the Animal Care and Use Program(ACUP) signed by a duly licensed veterinarian representing the entity, (2) Animal Care and Use Program Accreditation Certificate issued by a duly recognized body or association, (3) Animal Technician Training Program on Laboratory animal care and use, and (4) Certification of Assurance that an Institutional Animal Care and Use Committee (IACUC) is in existence in the establishment (PCHRD, 2025). ("Rules and Regulations on the Conduct of Scientific Procedures Using Animals", 1999)

Research proposals must be reviewed and approved by an Institutional Animal Care and Use Committee (IACUC) accredited veterinarian before any research involving test animals is implemented. The animals must also be tested in an IACUC-accredited laboratory.

PLANT RESEARCH

Plants or any flora used for research need to be consulted with the Bureau of Plant Industry. Although plant breeding innovation (PBI) is not conducted at GCM, some research may involve testing specific types of flora and/or their parts for research purposes. A certificate of plant identity is needed from BPI to ensure that the flora specimen being tested is actually the flora or parts thereof of the test flora.

References

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Pastor, N. S. (2024, September 5). Medical Students' Research Guidelines. *Medical Students' Research Guidelines*. Mandaue, Cebu, Philippines.

PCHRD. (2025, September 24). *Animal welfare is human welfare," a DA Bureau emphasizes*. Retrieved from PCHRD News & Updates: https://www.pchrd.dost.gov.ph/news_and_updates/animal-welfare-is-human-welfare-a-da-bureau-emphasizes/#:~:text=The%20requirements%20for%20the%20authorization,duly%20recognized%20body%20or%20association%2C

Redula, S. (2024). *Student Research Paper Process Flow.* Mandaue: GCM MEU.

APPENDICES

APPENDIX 1. Center for Health Research & Innovation Forms

Panelling Checklist

CHRI Form - DH.1a

Gullas College of Medicine

INSTRUCTIONS: Select a group member to be the Secretary. Fill up the blanks with the correct information or the comments from panelists. Submit this after the hearing.

Date	**SGD #**	**Group Leader**
Title of Study		
REC Code	**Panel type: [ ] Design [ ] Final [ ] Others :**	
1. TITLE & NAMES		
2. APPROVAL SHEET & PANEL OF ORAL EXAMINERS		
3. ACKNOWLEDGEMENTS		
4. ABSTRACT		
5. TABLE OF CONTENTS		
6. LIST OF TABLES		
7. LIST OF FIGURES		
8. LIST OF IMAGES		

CHAPTER 1: INTRODUCTION	
1. The Rationale of the Study	
2. Theoretical Framework and/or Conceptual Framework	
3. Statement of the Objectives	
4. Statement of Hypothesis/es	
5. Significance of the Study	
6. Definition of Terms	

CHAPTER 2: REVIEW OF RELATED LITERATURE	
1. Related Literature/Studies	
2. Summary of Review	
CHAPTER 3: METHODOLOGY	
1. Brief Description	
2. Study Design	
3. Study Site	
4. Study Participants or Samples	
5. Sampling Technique	
6. Instruments	
7. Data Gathering Procedure	
8. Data Analysis	
9. Ethical Considerations	
REFERENCES	

APPENDICES			
1. Letter to the Dean			
2. Letter to the Participants			
3. Informed Consent			
4. Certificate of Questionnaire Validity			
5. Notice to Proceed and Agreement - REC			
6. Certificate of Exemption from Review			
CURRICULUM VITAE (2 students in 1 page)			
ACTION		**[ ]** Approved [ ] Disapproved [ ] Minor revisions [ ] Major Revisions [ ] Needs more information	
Student Information	**Name:**	**Signature:**	**Date signed:**
Group Leader:			
Secretary:			
Panelist Information			
Panelist 1:			
Panelist 2:			
Adviser Information			
Adviser:			

Research Panelist's Guide

CHRI Form - DH.1b

Gullas College of Medicine

Date	SGD #	Group Leader Name
Title of Study		
REC Code	**Panel type:** [ ] Design [ ] Final [ ] Others :	

ITEMS W/ DESCRIPTORS	GUIDE QUESTIONS	REMARKS
1. Title & Names	Does the title give a clear and concise description of the scope and nature of the research?	
	Do you think it's too long or too short?	
	Does it indicate the major variables or theoretical issues to be considered in the study, the nature of the research (descriptive, correlational, experimental, survey, or action research), and the target population?	
2. Approval Sheet & Panel of Oral Examiners		
3. Aknowledgements		
4. Abstract		
5. Table of Contents		
6. List of Tables		
7. List Figures		
8. List of Images		

CHAPTER 1: INTRODUCTION		
1. Rational of the Study	Based on your reading of the proposal, do you think the introduction provides information about (1) why the research is important; (2) what other studies have been conducted in this area; (3) how this research will add to knowledge in this area? Are these three convincing? Support your answer with an argument and quotation from the proposal.	
2, Theoretical Framework and/or Conceptual framework	Does the writer show the relationship of the background to the problems and how the present proposed research could provide solutions to the problems or contribute to the literature in this section?	
3.Statement of the Objectives		
4. Statement of Hypotheses or res QQ	Is/are the research problem(s)/questions clearly stated?	
	(Please note that only experimental research, causal-comparative, correlational studies, and some action researches have hypotheses). How many hypotheses are being stated? How clearly each one is stated? based on and consistent with the findings reported in the literature review? Do they match with research purposes? Are the hypotheses a prediction of the expected outcome of the study? Would you be able to tell if the outcome doesn't support the hypotheses?	
5. Significance of the study	Does this section point out the benefit(s) to get if the study is done and to whom it is important?	
6. Definition of Terms		
CHAPTER 2:REVIEW OF RELATED LITERATURE		
1. ROL	Based on your reading of the literature review, do you think the researcher(s) have a good grasp of publications concerning the issue in ESL/EFL teaching and learning? Is the literature review understandable? it well organized (Does it build to a clear statement of "what next")? Have all the relevant theories/models been presented clearly and concisely? Are the works reviewed quite recent and relevant to the research objectives?	

2. Summary of Review		
CHAPTER 3:METHODOLOGY		
1. Brief Description		
2. Methodology (study design)	Is the research method and design appropriate for achieving the objectives and types of data to be collected and analyzed?	
3. Study site		
4. Res Objective(s)/ study Participants or Samples	Is/are the objective(s)/purpose(s) clearly stated? Does it/do they express what the study intends to accomplish? Is/are the objective(s)/purpose(s) directly based on the identified and formulated problem(s)?	
5. Time table/ Sampling Technique	Is a detailed timetable and place for performing the project provided?	
6. Instruments/ Validity & reliability	Does the proposal describe the steps to take to assess the instrument's validity and reliability? If the study is qualitative and action research, is there any description of triangulation?	
7. Data gathering procedure	Are procedures to follow for conducting the study described effectively? Is it consistent with the research objectives and method/design? Does this section describe how the data will be collected? Does it include the specific technique, procedure and data collection instruments?	
8. Data analysis	Is data analysis technique to be used explained? Is it consistent with the research method/design? What type of statistical analysis is suggested? Is it appropriate with the obtained data?	

9. Ethical Consideration		
Appendices: - Letter to the Dean - Letter to the Participants - Informed Consent - Questionnaire	First year - Design Hearing	
- Certificate of Questionnaire Validity - Notice to Proceed and Agreement - REC - Certificate of Exemption from Reviewer	Ethics Review	
Curriculum Vitae (2 studenrs in 1 page) - colored picture		

ACTION:	**[ ]** Approved [ ] Minor revisions [ ] Needs more information	[ ] Disapproved [ ] Major Revisions
Evaluation Criteria • Presentation (10%) • Depth of Knowledge (30%) • Defense of Methodology (10%): • Interpretation of Results (10%): • Critical Thinking and Analytical Skills (30%) • Professionalism (10%)	**SCORE SCALE** 90% to 100% = Excellent 75% to 89% = Good 60% to 74% = Poor 60 Below = Unacceptable	**RATING:**

Panelist Information	**Name**	**Signature**	**Date signed**
Panelist 1:			
Panelist 2:			

Panelling Checklist

CHRI Form - FD.2a

Gullas College of Medicine

INSTRUCTIONS: Select a group member to be the Secretary. Fill up the blanks with the correct information or the comments from panelists. Submit this after the hearing.

Date	**SGD #**	**Group Leader**
Title of Study		
REC Code	**Panel type: [ ] Design [ ] Final [ ] Others :**	
1. TITLE & NAMES		
2. APPROVAL SHEET & PANEL OF ORAL EXAMINERS		
3. ACKNOWLEDGEMENTS		
4. ABSTRACT		
5. TABLE OF CONTENTS		
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7. LIST OF FIGURES		
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5. Sampling Technique	
6. Instruments	
7. Data Gathering Procedure	
8. Data Analysis	
9. Ethical Considerations	
CHAPTER 4: RESULTS AND DISCUSSION	
1. Brief Introduction	

2. Results and Discussion	
3. Demographic Analysis of Participants	
4. Analytical Results	
CHAPTER 5 - SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS	
1. Summary of Findings	
2. Conclusions	
3. Recommendations	
4. Action Plan	
REFERENCES	
APPENDICES	
- Letter to the Dean	
- Letter to the Participants	
- Informed Consent	
- Certificate of Questionnaire Validity	
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- Certificate of Exemption from Review			
- Panelling Checklist			
- Notice to Proceed - CHRI			
- Originality Certificate with Result			
- Grammarian Certificate			
CURRICULUM VITAE (2 students in 1 page)			
ACTION		**[ ]** Approved [ ] Disapproved [ ] Minor revisions [ ] Major Revisions [ ] Needs more information	
Student Information	**Name:**	**Signature:**	**Date signed:**
Group Leader:			
Secretary:			
Panelist Information			
Panelist 1:			
Panelist 2:			
Adviser Information			
Adviser:			

Research Panelist's Guide

CHRI Form - FD.2b

Gullas College of Medicine

Date	**SGD #**	**Group Leader Name**
Title of Study		
REC Code	**Panel type:** **[ ] Design** **[ ] Final** **[ ] Others :**	

ITEMS W/ DESCRIPTORS	**GUIDE QUESTIONS**	**REMARKS**
1. Title & Names	Does the title give a clear and concise description of the scope and nature of the research?	
	Do you think it's too long or too short?	
	Does it indicate the major variables or theoretical issues to be considered in the study, the nature of the research (descriptive, correlational, experimental, survey, or action research), and the target population?	
2. Approval Sheet & Panel of Oral Examiners		
3. Aknowledgements		
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5. Table of Contents		
6. List of Tables		
7. List Figures		
8. List of Images		

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2. Summary of Review		
CHAPTER 3:METHODOLOGY		
1. Brief Description		
2. Methodology (study design)	Is the research method and design appropriate for achieving the objectives and types of data to be collected and analyzed?	
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9. Ethical Consideration		
CHAPTER 4: RESULTS AND DISCUSSION		
1. Brief Introduction		
2. Results and Discussion		
3. Demographic Analysis of Participants		
4. Analytical Results		
CHAPTER 5: SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATION		
1. Findings of Findings		
2. Conclusions	Draw your conclusion based on the whole evaluation you have made. Finally, state whether you are con dent that the project will be able to deliver all that has been promised.	
3. Recommendations		
4. Action Plan		
5. References	A.P.A? Are all the citations in the proposal body presented in the References list? Are they recent and comprehensive to indicate the author's familiarity with the body of knowledge he or she is investigating?	

Appendices: - Letter to the Dean - Letter to the Participants - Informed Consent - Questionnaire	First year - Design Hearing	
- Certificate of Questionnaire Validity - Notice to Proceed and Agreement - REC - Certificate of Exemption from Reviewer	Ethics Review	
- Paneling Checklist - Notice Proceed - CHRI - Originality Certificate with Results - Grammarian Certificatea	Second Year - Final Oral Defense	
Curriculum Vitae (2 studenrs in 1 page) - colored picture		

ACTION:	**[ ]** Approved [ ] Minor revisions [ ] Needs more information	[ ] Disapproved [ ] Major Revisions
Evaluation Criteria • Presentation (10%) • Depth of Knowledge (30%) • Defense of Methodology (10%): • Interpretation of Results (10%): • Critical Thinking and Analytical Skills (30%) • Professionalism (10%)	**SCORE SCALE** 90% to 100% = Excellent 75% to 89% = Good 60% to 74% = Poor 60 Below = Unacceptable	**RATING:**
Panelist Information	**Name**	**Date signed**
Panelist 1:		
Panelist 2:		

Gullas College of Medicine
CENTER FOR HEALTH RESEARCH & INNOVATION
Banilad, Mandaue City, Cebu

CHRI Form - 3

NOTICE TO PROCEED

Date: <<<<>>>>

To:

Name of Primary Investigator: <<<<< >>>>>
Contact No.: <<<<< >>>>>
Protocol Title: <<<<< >>>>>
Section and Group Number: <<<<< >>>>>
ICF Version No. and Date: XXX
REC Code No. <<<<< >>>>>
Sponsor Protocol No. XXX

Type of Submission

☐ Initial Review ☐ Resubmission
☐ Amendment ☐ Progress Report
■ Final Report ☐ Others

This is to inform you of the **Center for Health Research & Innovation (CHRI)** decision related to your above referenced documents submitted.

Type of Review	**CHRI Decision**
■ Exempted ☐ Expedited ☐ Full Board	■ Approved ☐ Minor Revisions Required ☐ Major Revisions Required ☐ More Information ☐ Others

Date of Ethics Review: <<<<< >>>>>

ITEMS FOR REVISION	REVISIONS/INFORMATION REQUIRED FROM THE PRINCIPAL INVESTIGATOR
- XXX -	- XXX -

Please submit the revised documents within 30 days from receipt of this notice.

<<<<< >>>>> **Date:**
<<<<< >>>>>
Adviser, Center for Health Research & Innovation