



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 21, 2026

REGIONAL MEMORANDUM

No. **1404** s. 2026

**ADOPTION AND UTILIZATION OF PROJECT RAPID (RESEARCH APPROVAL
PROTOCOL FOR INSTITUTIONALIZED DOCUMENTATION) IN THE
MANAGEMENT OF NON-BERF-FUNDED RESEARCH
IN DEPED REGION VIII**

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017, otherwise known as the *Research Management Guidelines*, and in line with the Department's continuing efforts to strengthen research governance, accountability, and evidence-based decision-making, this Office hereby adopts and institutionalizes **Project RAPID (Research Approval Protocol for Institutionalized Documentation)** as the standardized operational framework for the management of Non-BERF-funded research across DepEd Region VIII.
2. Project RAPID, developed by the Policy, Planning, and Research Division (PPRD), aims to establish a harmonized and systematic process for the submission, evaluation, approval, implementation, monitoring, completion, dissemination, utilization, registration, and archival of Non-BERF-funded research undertaken within or involving the Department of Education Regional Office VIII and its Schools Division Offices
3. Specifically, the adoption of Project RAPID seeks to:
 - a. Standardize research approval and management procedures across all Schools Division Offices;
 - b. Establish uniform documentary requirements, evaluation instruments, forms, and templates;
 - c. Define clear responsibilities, accountabilities, and procedural requirements for research processing;
 - d. Strengthen transparency, efficiency, quality assurance, research ethics, and data privacy compliance;
 - e. Institutionalize systematic monitoring, documentation, and reporting of research activities; and
 - f. Promote the dissemination and utilization of research findings and the establishment of a centralized regional research registry.
4. The Project RAPID Toolkit shall apply to all Non-BERF-funded educational research undertaken within or involving DepEd Region VIII, including self-funded,



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externally funded, institutionally funded, and collaborative research requiring access to DepEd schools, personnel, learners, records, or facilities.

5. Accordingly, **all Schools Division Offices are hereby directed to adopt and utilize the Project RAPID Toolkit** as the standard reference in managing Non-BERF-funded research. The prescribed procedures, documentary requirements, evaluation instruments, monitoring tools, and reporting templates shall be observed throughout the research management cycle.
6. In implementing Project RAPID, the Schools Division Offices, through their respective Research Coordinators, Research Secretariats, and Schools Division Research Committees (SDRCs), shall:
 - a. Disseminate and orient concerned personnel, school heads, researchers, and other stakeholders on the prescribed processes and requirements;
 - b. Ensure the use of standardized RAPID forms and templates in receiving, screening, evaluating, endorsing, and processing research proposals;
 - c. Facilitate technical and ethical evaluation of research proposals in accordance with existing DepEd research policies;
 - d. Ensure that the necessary approval or authority to conduct research is secured prior to the implementation of research activities;
 - e. Monitor the implementation and completion of approved research, including compliance with approved methodologies, ethical safeguards, and data privacy requirements;
 - f. Facilitate the review and acceptance of completed research and promote the dissemination and utilization of relevant findings;
 - g. Maintain an updated research registry and organized records of approved, ongoing, completed, and utilized studies; and
 - h. Monitor compliance with the prescribed procedures and recommend improvements in the implementation of the Toolkit.
7. The **Schools Division Research Committees (SDRCs)** shall continue to exercise their functions in the technical evaluation and recommendation of research proposals, while the Schools Division Superintendents shall exercise the appropriate approval authority, consistent with existing DepEd policies. The adoption of Project RAPID shall not modify the existing authority, composition, or functions of research committees.
8. The **Policy, Planning, and Research Division (PPRD)**, through the Regional Research Coordinator, shall provide technical assistance, oversee the implementation of Project RAPID, facilitate the consolidation of regional research records, and conduct periodic monitoring and evaluation to ensure consistent implementation across all Schools Division Offices.
9. All concerned offices shall observe the principles of research integrity, ethical compliance, confidentiality, and data privacy in the processing and management of research proposals and research data. Appropriate safeguards shall be maintained, particularly for studies involving learners, minors, and other vulnerable research participants.
10. The **Project RAPID Toolkit**, attached as an integral part of this Memorandum, shall serve as the official operational reference for the implementation of the standardized Non-BERF research management process. The prescribed forms

and templates shall be incorporated into the Research Operations Manual for appropriate coding and official use.

11. Immediate dissemination of and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director *Smt.*

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

NON-BERF

PROJECT RAPID

RESEARCH

TOOLKIT

PPRD-JDD



PROJECT RAPID FORMS AND TOOLS

RAPID FORM 1

NON-BERF RESEARCH APPLICATION AND PROFILE FORM

A. Research Information

Research Title:	
Research Brief:	
Type of Research:	☐ Basic Research ☐ Action Research ☐ Other: _____
Funding Source:	☐ Self-funded ☐ HEI-funded ☐ NGO-funded ☐ Externally funded ☐ Collaborative Other: _____
Estimated Research Cost:	
Proposed Duration:	
Proposed Research Site/s:	

B. Researcher Information

Lead Researcher:	
Position/Designation:	
School/Office:	
Division:	
Contact Number:	
DepEd/Official Email:	

C. Co-Researchers

Name	Position/Designation	School/Office	Email/Contact

D. Research Participants

Target participants/respondents: _____

Estimated number of participants: _____

Does the study involve learners/minors?

- ☐ Yes
☐ No

Does the study involve collection of personal or sensitive personal information?

- ☐ Yes
☐ No

Does the study require access to DepEd records?

- ☐ Yes
☐ No

If yes, specify: _____

E. Certification

I/We certify that the information provided in this application is true and correct and undertake to comply with DepEd research policies, ethical standards, data privacy requirements, and the conditions that may be imposed upon approval of the research.

Researcher/s: _____

Signature: _____

Date: _____

RAPID FORM 2

NON-BERF RESEARCH SUBMISSION CHECKLIST

Research Title:	
Researcher/s:	
School/Office:	

Requirement	Submitted	N/A	Remarks
1. RAPID Form 1 – Research Application	☐	☐	
2. Complete Research Proposal	☐	☐	
3. Endorsement of School/Unit/Division Head	☐	☐	
4. Declaration of Anti-Plagiarism	☐	☐	
5. Declaration of Absence of Conflict of Interest	☐	☐	
6. Informed Consent Form, when applicable	☐	☐	
7. Parental Consent Form, when minors are involved	☐	☐	
8. Learner/Participant Assent Form, when applicable	☐	☐	
9. Data Collection Instrument/s	☐	☐	
10. Data Privacy/Confidentiality Undertaking	☐	☐	
11. Ethics clearance, when required	☐	☐	
12. Proof/Certification of external funding, when applicable	☐	☐	
13. MOA/MOU/Partnership document, when applicable	☐	☐	
14. Other permits/clearances required by the nature of the research	☐	☐	

Initial Screening Result

- ☐ COMPLETE – For technical evaluation
☐ INCOMPLETE – Return to researcher for completion
☐ REQUIRES CLARIFICATION
☐ REFER TO APPROPRIATE OFFICE/COMMITTEE

Missing/Deficient Requirement/s:

Screened by: _____

Research Coordinator/Secretariat

Date Received: _____

Date Screened: _____

RESEARCH PROPOSAL ENDORSEMENT FORM

I hereby endorse the research proposal titled:

“ _____ ”

submitted by _____.

After preliminary review, the undersigned confirms that the proposed research is relevant to the researcher's official/professional context and subject to the technical and ethical evaluation of the appropriate Research Committee, may be considered for conduct within the concerned school/office.

This endorsement does not constitute approval or authority to commence data collection.

Endorsed by:

Immediate Superior

Position: _____

Date: _____

RAPID FORM 4

INITIAL SCREENING AND COMPLIANCE FORM

A. Documentary Compliance

- ☐ Complete
- ☐ Incomplete
- ☐ For clarification

B. Preliminary Compliance Check

Screening Criterion	Yes	No	Remarks
Proposal follows prescribed research format	☐	☐	
Researcher/proponent is properly identified	☐	☐	
Appropriate endorsement is attached	☐	☐	
Research instruments are attached	☐	☐	
Anti-plagiarism declaration is attached	☐	☐	
Conflict-of-interest declaration is attached	☐	☐	
Ethical safeguards are identified	☐	☐	
Data privacy concerns are addressed	☐	☐	
Required consent/assent documents are attached	☐	☐	
Funding source is disclosed	☐	☐	
Research is aligned with applicable research priorities, where appropriate	☐	☐	
Proposed activities are within DepEd authority/jurisdiction	☐	☐	

Recommendation of Secretariat

- ☐ Forward for technical evaluation
- ☐ Return for completion
- ☐ Refer for ethics review
- ☐ Refer for clarification
- ☐ Other: _____

Screened by: _____

Date: _____

RAPID FORM 5

TECHNICAL EVALUATION SCORE SHEET

Research Title:	
Researcher/s:	

Evaluation Criteria

Criterion	Weight
A. Relevance and Significance	20
B. Clarity of Research Problem/Objectives	20
C. Review of Related Literature/Conceptual Basis	10
D. Appropriateness of Research Methodology	25
E. Ethical Safeguards and Data Protection	10
F. Feasibility and Work Plan	10
G. Potential for Utilization	5
TOTAL	100

Criteria	Rating	Remarks
A. Relevance and Significance – 20 Points		
<ul style="list-style-type: none">relevance to basic education;		
<ul style="list-style-type: none">importance of the identified problem;		
<ul style="list-style-type: none">contribution to policy, practice, instruction, governance, or organizational improvement; and		
<ul style="list-style-type: none">alignment with relevant research priorities.		
B. Research Problem/Objectives – 20 Points		
<ul style="list-style-type: none">clarity of the research problem		
<ul style="list-style-type: none">logical relationship among problem, questions, and objectives		
<ul style="list-style-type: none">specificity and measurability		
<ul style="list-style-type: none">appropriateness of the scope		
C. Literature/Conceptual Basis – 10 Points		
<ul style="list-style-type: none">adequacy of theoretical/conceptual basis		
<ul style="list-style-type: none">relevance of literature		
<ul style="list-style-type: none">identification of research gap		
<ul style="list-style-type: none">appropriate attribution of sources		
D. Research Methodology – 25 Points		
<ul style="list-style-type: none">appropriateness of research design		
<ul style="list-style-type: none">participants/sample & sampling procedure		

<ul style="list-style-type: none">research instruments		
<ul style="list-style-type: none">data collection procedures		
<ul style="list-style-type: none">data analysis plan		
E. Ethics and Data Protection – 10 Points		
<ul style="list-style-type: none">informed consent/ assent/parental consent, where applicable		
<ul style="list-style-type: none">confidentiality and anonymity		
<ul style="list-style-type: none">protection of vulnerable participants		
<ul style="list-style-type: none">data privacy and security		
<ul style="list-style-type: none">risk-benefit considerations		
F. Feasibility – 10 Points		
<ul style="list-style-type: none">realistic timetable		
<ul style="list-style-type: none">accessibility of participants/data		
<ul style="list-style-type: none">resources required		
<ul style="list-style-type: none">proposed implementation arrangements		
<ul style="list-style-type: none">manageability of the study		
G. Research Utilization – 5 Points		
<ul style="list-style-type: none">potential application of findings		
<ul style="list-style-type: none">dissemination strategy		
<ul style="list-style-type: none">contribution to evidence-based decision-making		
TOTAL SCORE:		

Evaluator's Recommendation

- ☐ APPROVE
☐ APPROVE SUBJECT TO MINOR REVISION
☐ REVISE AND RESUBMIT
☐ DISAPPROVE

Major Comments/Recommendations

Evaluator: _____

Signature: _____

Date: _____

CONSOLIDATED TECHNICAL REVIEW FORM

Research Title:	
Researcher/s:	

Consolidated Score

Evaluator	Score	Recommendation
Evaluator 1		
Evaluator 2		
Evaluator 3		
Average Rating		

Consolidated Findings

Strengths of the Proposal:

Required Revisions:

Ethical/Data Privacy Issues Requiring Attention:

Committee Recommendation

- ☐ Recommended for Approval
- ☐ Recommended for Approval Subject to Compliance
- ☐ For Revision and Resubmission
- ☐ Not Recommended for Approval

Committee Chair: _____

Date: _____

NOTICE OF REQUIRED REVISION

Dear _____:

Following the evaluation of your research proposal titled:

“ _____ ”

you are requested to address the comments and recommendations contained in the attached Technical Evaluation/Consolidated Review Form.

Please submit:

1. Revised research proposal;
2. Response-to-Comments Matrix; and
3. Revised supporting documents, when applicable.

The proposal shall proceed to the next stage of evaluation upon satisfactory compliance with the required revisions.

Research Secretariat: _____

Date: _____

RAPID FORM 8

RESPONSE-TO-COMMENTS MATRIX

Research Title: _____

Evaluator's Comment/Recommendation	Action Taken by Researcher	Page/Section in Revised Proposal

I/We certify that the foregoing revisions have been incorporated into the revised research proposal.

Researcher: _____

Date: _____

NOTICE OF APPROVAL / AUTHORITY TO CONDUCT RESEARCH

This is to certify that the research proposal titled:

“ _____ ”

submitted by _____

has undergone the prescribed review process and is hereby **APPROVED for implementation**, subject to compliance with DepEd policies and the following conditions:

1. Research shall be implemented substantially in accordance with the approved proposal;
2. Participation of respondents shall be voluntary;
3. Required consent and assent shall be secured prior to data collection;
4. Privacy and confidentiality of research participants shall be protected;
5. No unauthorized disclosure of personal or sensitive information shall be made;
6. Any substantial modification of the approved methodology shall require prior approval;
7. The researcher shall submit required monitoring/progress reports;
8. The completed research report shall be submitted to the Research Secretariat; and
9. Research findings shall be made available for appropriate dissemination and utilization, subject to applicable policies.

Validity/Implementation Period:

From _____ to _____

Issued this _____ day of _____, **20**.

Regional Director / Schools Division Superintendent
Approving Authority

NOTICE OF DISAPPROVAL

Dear _____:

This refers to your research proposal titled:

“ _____.”

Following technical evaluation and committee deliberation, the proposal is not recommended for approval at this time for the following reason/s:

Where appropriate, the researcher may revise the proposal by addressing the technical and/or ethical issues identified by the Research Committee and submit the revised proposal for reconsideration.

Regional Director / Schools Division Superintendent
Approving Authority

RESEARCH PROGRESS MONITORING FORM

Research Title:	
Researcher/s:	

Approved Implementation Period: From _____ to _____

Reporting Period: _____

Status of Implementation:

Activity/Milestone	Target Date	Actual Status	Remarks

Data Collection Status:

Target number of participants: _____

Actual participants to date: _____

Percentage accomplished: _____

Issues/Challenges Encountered

Corrective Action Taken

Assistance Required from DepEd

Overall Status

- ☐ On Schedule
- ☐ Slightly Delayed
- ☐ Significantly Delayed
- ☐ For Technical Assistance
- ☐ For Amendment/Extension
- ☐ Completed

Researcher: _____

Research Coordinator: _____

Date: _____

REQUEST FOR CHANGE IN APPROVED RESEARCH

Research Title:	
Researcher/s:	

Nature of Requested Change

- ☐ Research Design
- ☐ Participants/Sample
- ☐ Research Site
- ☐ Research Instrument
- ☐ Data Collection Procedure
- ☐ Research Team
- ☐ Schedule
- ☐ Other: _____

Original Approved Provision:

Proposed Modification:

Justification:

Effect on Participants/Ethical Safeguards:

Requested by: _____

Date: _____

Committee Action

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Disapproved
- ☐ For Clarification

Remarks:

REQUEST FOR EXTENSION

Research Title:	
Researcher/s:	

Original Completion Date: _____

Requested New Completion Date: _____

Reason for Extension:

Accomplishments to Date:

Remaining Activities:

Revised Work Plan:

Remaining Activity	Target Completion Date

Researcher: _____

Date: _____

Committee Action

- ☐ Approved
- ☐ Disapproved
- ☐ For Further Justification

Approved completion date: _____

RAPID FORM 14

TERMINAL RESEARCH SUBMISSION CHECKLIST

Research Title:	
Researcher/s:	

Completion Requirement	Submitted	N/A	Remarks
Final Research Report	☐	☐	
Executive Summary	☐	☐	
Final/validated research instruments	☐	☐	
Evidence of approved modifications, if any	☐	☐	
Research Utilization Plan	☐	☐	
Evidence of dissemination, if already conducted	☐	☐	
Electronic copy of completed research	☐	☐	
Other required documents	☐	☐	

Checked by: _____

Date: _____

TERMINAL RESEARCH ACCEPTANCE FORM

This certifies that the completed research titled:

“ _____ ”

submitted by: _____

has been reviewed for compliance with the approved research proposal and completion requirements.

Final Action

- ☐ ACCEPTED
- ☐ ACCEPTED SUBJECT TO MINOR CORRECTIONS
- ☐ RETURNED FOR REVISION/COMPLETION

Comments

Upon final acceptance, the research shall be entered in the appropriate Research Registry and processed for archival, dissemination, and utilization.

Reviewed by: _____

Research Committee/Authorized Official: _____

Date: _____

RESEARCH DISSEMINATION AND UTILIZATION PLAN

Research Title:	
Researcher/s:	

Major Findings:

Recommended Utilization

- ☐ Policy formulation/revision
- ☐ Program development
- ☐ Instructional improvement
- ☐ School improvement
- ☐ Training/capacity building
- ☐ Development of learning resources
- ☐ Development of intervention
- ☐ Further research
- ☐ Other: _____

Research Finding	Proposed Utilization	Responsible Office/Person	Target Date	Expected Output

Proposed Dissemination Venue

- ☐ Learning Action Cell
- ☐ In-Service Training
- ☐ School/Division/Regional Research Conference
- ☐ Research Journal
- ☐ Policy Forum
- ☐ School Governing Council
- ☐ Other: _____

RESEARCH DOCUMENT ROUTING AND TURNAROUND-TIME SLIP

Research Title: _____

Researcher: _____

Process Stage	Office/Person Responsible	Date Received	Date Released	No. of Working Days	Action Taken
Submission	Research Secretariat				
Initial Screening	Research Coordinator				
Technical Review	SDRC/RRC/Evaluator				
Revision	Researcher				
Committee Recommendation	SDRC/RRC				
Approval	SDS/RD				
Permit/Notice	Secretariat				
Terminal Acceptance	Secretariat/Committee				

Total Processing Time: _____ working days

This form shall be used for monitoring compliance with prescribed service timelines and identifying causes of processing delays.

RESEARCH ETHICS AND DATA PRIVACY COMPLIANCE CHECKLIST

A. Participants

- ☐ Participants are clearly identified and participation is voluntary.
- ☐ Participants may withdraw without penalty.
- ☐ Risks have been identified and minimized.
- ☐ Benefits are reasonably stated.

B. Consent

- ☐ Informed consent is provided which clearly explain the study.
- ☐ Parental/guardian consent is provided where required.
- ☐ Assent is provided for appropriate minor participants.

C. Privacy and Confidentiality

- ☐ Only necessary personal information will be collected.
- ☐ Participant identities will be protected.
- ☐ Data will be securely stored with limited to authorized persons.
- ☐ Data retention/disposal arrangements are identified.
- ☐ Publication will not unnecessarily identify participants.

D. Learner Protection

- ☐ Research activities will not interfere unreasonably with instruction.
- ☐ Participation will not affect grades or school privileges.
- ☐ No coercion or undue influence will be exercised.
- ☐ Safeguards for vulnerable learners are adequate.

E. Research Integrity

- ☐ Anti-plagiarism declaration submitted.
- ☐ Conflict-of-interest declaration submitted.
- ☐ Funding source disclosed.
- ☐ Researcher responsibilities clearly established.

Overall Ethics Assessment

- ☐ Compliant
- ☐ Compliant subject to revision
- ☐ Requires further ethics review
- ☐ Not compliant

Comments:

DECLARATION OF ANTI-PLAGIARISM

I/We, _____, hereby declare that the research proposal titled:

“ _____ ”

is an original work and that all ideas, statements, data, information, and works of other persons or institutions have been appropriately acknowledged and cited.

I/We further undertake that the final research report and all outputs arising from the study shall observe appropriate standards of academic integrity and attribution.

I/We understand that plagiarism, fabrication, falsification, or other forms of research misconduct may subject the researcher/s to appropriate administrative or other action under applicable rules.

Researcher: _____

Signature: _____

Date: _____

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

I/We hereby declare that:

- ☐ I/We have no known financial, personal, professional, institutional, or other interest that may improperly influence the conduct or reporting of this research.

OR

- ☐ A potential conflict of interest exists, as disclosed below:

I/We undertake to immediately disclose any conflict of interest that may arise during the implementation of the study.

Researcher: _____

Signature: _____

Date: _____

RESEARCHER'S DATA PRIVACY AND CONFIDENTIALITY UNDERTAKING

I/We undertake to collect, process, use, store, disclose, retain, and dispose of research data only for legitimate purposes connected with the approved study.

I/We shall:

1. collect only data necessary for the research;
2. protect personal and sensitive personal information from unauthorized access or disclosure;
3. use appropriate anonymization or coding whenever practicable;
4. restrict access to research data to authorized members of the research team;
5. use the information solely for the approved research;
6. observe applicable retention and disposal requirements; and
7. immediately report any data breach or unauthorized disclosure to the appropriate DepEd authority.

Researcher: _____

Signature: _____

Date: _____

RAPID IMPLEMENTATION COMPLIANCE CHECKLIST**SDO:** _____**Monitoring Period:** _____

Indicator	Compliant	Partially Compliant	Not Compliant	Remarks
Uses standard RAPID application forms	☐	☐	☐	
Uses uniform documentary checklist	☐	☐	☐	
Conducts initial screening	☐	☐	☐	
Uses prescribed evaluation instrument	☐	☐	☐	
Documents committee recommendation	☐	☐	☐	
Issues standardized approval/permit	☐	☐	☐	
Monitors ongoing research	☐	☐	☐	
Requires terminal report	☐	☐	☐	
Maintains updated research registry	☐	☐	☐	
Maintains research records/archive	☐	☐	☐	
Monitors dissemination/utilization	☐	☐	☐	
Observes prescribed timelines	☐	☐	☐	

Overall Compliance Rate _____ %

Issues Identified:

Corrective Actions Recommended

PART IV

RAPID RESPONSIBILITY MATRIX

Activity	Researcher	School/ Unit Head	Research Coordinator/ Secretariat	SDRC/RRC	SDS/RD
Prepare proposal	R	C	I	I	I
Endorse proposal	I	R/A	I	I	I
Initial screening	C	I	R/A	I	I
Technical evaluation	C	I	S	R/A	I
Revise proposal	R/A	I	C	C	I
Recommend approval	I	I	S	R/A	I
Approve/disapprove	I	I	S	C	R/A
Issue permit/notice	I	I	R/A	I	I
Implement research	R/A	C	C	I	I
Monitor implementation	C	C	R	A/C	I
Submit terminal report	R/A	I	C	I	I
Accept completed study	C	I	R	A	I/C
Registry/archival	I	I	R/A	C	I
Dissemination/ utilization	R	C	R	C	I

Legend:

R – Responsible

A – Accountable

C – Consulted

I – Informed

S – Support

PART V

RAPID MONITORING INDICATORS

The Regional Office, through PPRD, may monitor implementation using the following core indicators:

Process Indicators

1. Percentage of SDOs using the RAPID Toolkit;
2. Percentage of applications with complete documentary requirements upon initial submission;
3. Average number of working days from receipt to initial screening;
4. Average number of working days for technical evaluation;
5. Average total processing time;
6. Percentage of proposals processed within the prescribed timeline;
7. Percentage of approved studies with monitoring reports;
8. Percentage of completed studies entered in the Research Registry; and
9. Percentage of completed research with documented dissemination or utilization.

Quality Indicators

1. Consistency of documentary requirements among SDOs;
2. Compliance with technical evaluation procedures;
3. Compliance with research ethics requirements;
4. Completeness of research records;
5. Quality of evaluator feedback; and
6. Researcher/client satisfaction.

PART VI

RAPID RESEARCH FILE INDEX

Every approved research shall maintain an individual research file containing, as applicable:

A. Pre-Approval Documents

1. Research Application;
2. Research Proposal;
3. Endorsement;
4. Submission Checklist;
5. Anti-Plagiarism Declaration;
6. Conflict-of-Interest Declaration;
7. Ethics documents;
8. Data Privacy documents;
9. Consent/Assent Forms;
10. Research Instruments;
11. Funding/Partnership Documents; and
12. Other supporting documents.

B. Evaluation Documents

1. Initial Screening Form;
2. Technical Evaluation Sheets;
3. Consolidated Review;
4. Notice of Required Revision;
5. Response-to-Comments Matrix;
6. Revised Proposal; and
7. Committee Recommendation.

C. Approval Documents

1. Notice of Approval/Disapproval;
2. Research Permit/Authority;
3. Approved Final Proposal; and
4. Routing and Turnaround-Time Slip.

D. Implementation Documents

1. Progress Monitoring Reports;
2. Technical Assistance Records;
3. Approved Requests for Modification;
4. Approved Extensions; and
5. Other implementation records.

E. Completion Documents

1. Final Research Report;

2. Terminal Submission Checklist;
3. Terminal Acceptance;
4. Research Utilization Plan;
5. Evidence of Dissemination;
6. Research Registry Record; and
7. Archival Record.

PART VII

RAPID QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT

Implementation of Project RAPID shall be periodically reviewed to determine:

- compliance of SDOs with the standardized process;
- effectiveness of prescribed forms and tools;
- actual processing and turnaround time;
- recurring causes of delay;
- consistency of technical evaluation;
- adequacy of monitoring;
- researcher satisfaction;
- research completion rate;
- dissemination and utilization of completed studies; and
- need for revision of the SOP and Toolkit.

The Toolkit shall be reviewed whenever there are relevant amendments to national research policies and may otherwise undergo periodic review to ensure continuing relevance, effectiveness, and alignment with DepEd research governance requirements.

ANNEX INDEX

- Annex A** – RAPID Form 1: Non-BERF Research Application and Profile Form
- Annex B** – RAPID Form 2: Research Submission Checklist
- Annex C** – RAPID Form 3: Research Proposal Endorsement Form
- Annex D** – RAPID Form 4: Initial Screening and Compliance Form
- Annex E** – RAPID Form 5: Technical Evaluation Score Sheet
- Annex F** – RAPID Form 6: Consolidated Technical Review Form
- Annex G** – RAPID Form 7: Notice of Required Revision
- Annex H** – RAPID Form 8: Response-to-Comments Matrix
- Annex I** – RAPID Form 9: Notice of Approval/Authority to Conduct Research
- Annex J** – RAPID Form 10: Notice of Disapproval
- Annex K** – RAPID Form 11: Research Progress Monitoring Form
- Annex L** – RAPID Form 12: Request for Change in Approved Research
- Annex M** – RAPID Form 13: Request for Extension
- Annex N** – RAPID Form 14: Terminal Research Submission Checklist
- Annex O** – RAPID Form 15: Terminal Research Acceptance Form
- Annex P** – RAPID Form 16: Research Dissemination and Utilization Plan
- Annex Q** – RAPID Form 17: Non-BERF Research Registry
- Annex R** – RAPID Form 18: Research Document Routing and Turnaround-Time Slip
- Annex S** – RAPID Form 19: Research Ethics and Data Privacy Compliance Checklist
- Annex T** – RAPID Form 20: Declaration of Anti-Plagiarism
- Annex U** – RAPID Form 21: Declaration of Absence of Conflict of Interest
- Annex V** – RAPID Form 22: Data Privacy and Confidentiality Undertaking
- Annex W** – RAPID Form 23: RAPID Implementation Compliance Checklist

PROJECT RAPID

Research Approval Protocol for Institutionalized Documentation

ONE REGION. ONE PROCESS. ONE STANDARD.

Standardizing research approval. Strengthening research governance. Advancing evidence-based education.