	CHONG HUA HOSPITAL INSTITUTIONAL REVIEW BOARD CHH IRB	
Version No: 09 Date of Approval: 08/21/24 Date of Effectivity: 08/21/24	**SOP 2.7 MANAGEMENT OF APPEAL OF DECISION**	

1. Purpose

To document the procedures for appeals regarding IRB decisions.

2. Scope

This SOP applies to all investigators performing research under the auspices of the CHH IRB and its affiliated institutions.

3. Responsibility

The responsibility of this SOP is on the CHH Institutional Review Board administrative staff and members.

4. Flowchart

ACTIVITY	PERSON/S RESPONSIBLE
Step 1: Receipt of a Letter of Appeal	Secretariat
Step 2: Review completeness of Appeal	Primary Reviewer
Step 3: Review new submission in full board meeting	IRB Members
Step 4: Issue a Letter of Response	IRB Chairman
Step 5: Filing of Appeal	Secretariat

5. Procedures

Step 1- If the convened IRB disapproves of a new application to conduct research, an application to continue a previously approved project, or a revision application, the letter of notification to the investigator will include a statement of the reason(s) for the Board's decision.

Step 2- The investigator may submit a written response to the action taken by the convened committee. The response must provide adequate reasons for asking the IRB to reconsider its action. The secretariat assigns the appeal to the primary reviewer.

Step 3- The Board will review the response of the investigator and determine whether to uphold or vacate its original action.

Step 4- The results of the Board's deliberation and voting will be conveyed to the investigator.

Step 5- The Board's decision on the appeal is final and no further appeal is permitted.

6. History of SOP

Version No.	Date	Authors	Main Change
1	-	-	-
2	-	-	-
3	-		
4	02 October 2017	Mr. Romel V. Cabazor	This document formerly known as SOP 4.6 Revised CHH IRB SOP in accordance to 2017 DOH-REC SOP ver02 Template
5	20 July 2018	Manuel Emerson Donaldo, MD	No Change
8	04 January 2024	Mr. Romel V. Cabazor	Document Renamed to SOP 2.6 Management of Appeal of Decision
9	21 August 2024	Mr. Romel V. Cabazor	No Change

7. References

- 2017 Department of Health – SOP Version No. 2
- 2020 PHREB SOP Workbook