

Research and Biotechnology Group

TO: Heads, Research Proponents, Investigators, and Reviewers
Institutional Scientific Review Committee
Institutional Ethics Review Committee
St. Luke's Medical Center Quezon City and Global City
St. Luke's Medical Center College of Medicine
St. Luke's Extension Clinic

Original signed

FROM: Rodolfo S. Pagcatipunan, Jr., MD, FPCP, FPCCP
Vice President and Head

DATE: July 1, 2026

SUBJECT: Mandatory Use of the e-Protocol IRB Software for Research Protocol Submissions,
Review, and Approval

This memorandum updates the memorandum released on **May 25, 2026** and reinforces the required use of the **R&B e-Protocol IRB Software** as the official platform for research protocol submissions requiring review and approval by the **Institutional Scientific Review Committee (ISRC)** and/or the **Institutional Ethics Review Committee (IERC)**. The system was deployed on **May 30, 2026**. Effective **June 1, 2026**, all new investigator-initiated and sponsor-initiated research protocols from SLMC Quezon City, SLMC Global City, SLMCCM, and SLEC shall be submitted, reviewed, tracked, and documented exclusively through the e-Protocol IRB system.

The R&B e-Protocol IRB Software may be accessed through: <https://stlukesph.keyusa.net/>

WHAT'S IN IT FOR YOU?

- **Digital submission and review:** Protocols, supporting documents, reviewer comments, and review actions will be managed in the system, replacing manual and email-based processes.
- **Real-time tracking:** Research proponents, investigators, and reviewers can monitor protocol status, pending actions, and documentation requirements through the dashboard.
- **Version control and retention:** The system centralizes protocol versions, amendments, continuing reviews, supporting documents, and committee review records.

TRANSITION AND USER SUPPORT

- **Reference materials:** Covered users may scan the QR code or access the link below for step-by-step guides.

Link: <https://tinyurl.com/eprotocolirb>



NEED HELP?

- For **e-Protocol IRB, ISRC/IERC, and other business continuity-related concerns**, please contact Jay Genese or Troy Bisa at ethicsreview@stlukes.com.ph, or Amor Cabangbang or Neil Rebenito at scientificreview.qc@stlukes.com.ph. Assistance is available from **Monday to Friday, 8:00 AM to 5:00 PM**. You may also call QC: (632) 8723 0101 local 4734; or BGC: (632) 8789 7700 local 5830.
- For **IT-related technical concerns only** such as access, connectivity, device, or system issues that are not related to e-Protocol IRB workflow or protocol processing, please contact the IT Service Desk at local 4206/5520 (QC) or 6033/6052 (GC).

All researchers, clinical trialists, and reviewers are enjoined to use the e-Protocol IRB system for applicable submissions and review activities to streamline review, improve monitoring, and ensure proper documentation.

Thank you for your usual support and cooperation.