



**DENTISTRY 198: SPECIAL PROJECTS
AY 2021-2022
RESEARCH PROPOSAL PRESENTATIONS GUIDELINES**

I. SCHEDULING

1. Schedule your Research Proposal Presentation after coordinating with your Research Adviser. **Research Advisers are expected to be present during the online presentation.** You are also expected to coordinate your preferred schedule with your Experts Panel.

Plot your preferred schedule by accessing this link: <https://bit.ly/Dent198-PrezoSked>

2. Research Groups with no plotted Research Proposal Presentation schedule by 06 October 2021 will be randomly assigned slots.
3. The presenter/s is/are responsible for inviting a minimum of three (3) members of the Experts Panel who will review the Research Proposal and attend the online Research Proposal Presentation.
 - a. Majority of your invited Experts Panel members must have completed the Health Research Methods course (offered by CPH and CD), or Research Ethics Training by UPMREB (i.e. Responsible Conduct of Research, Good Clinical Practice, etc.). Refer to the attached list of UPCD faculty members.
 - b. Formal communication must be made with the potential Experts Panel members. A conforme from each Experts Panel member is expected. You may access a copy of the fillable form through this link: <https://bit.ly/Dent198-ExpertsPanel>
 - c. Non-UPCD faculty may be invited as Experts Panel Members.
 - d. The Department may invite additional Experts Panel members for each presentation.
4. Officially inform the Department of Community Dentistry of your Research Proposal Presentation schedule by sending an e-mail to mfmendoza3@up.edu.ph and commdent.cd.upm@up.edu.ph (with your entire Research Team CC'd) using the subject line: *[Dent198] Notice of Research Proposal Presentation – GROUP X*
 - a. State the following information: title of the research, members of the research team, members of the Experts Panel, the date and time of scheduled presentation, and the Zoom Breakout Room. The Experts Panel Members must also be CC'd in the e-mail.
 - b. A copy of the Research Proposal approved by the Research Adviser must be attached to the e-mail. This may be an updated version of the one to submitted as Exercise #4.2.

5. The Dent198 Zoom Room with multiple breakout rooms will be used as the online platform. Kindly advise your Research Adviser and Experts Panel members of the Zoom Room details:

Meeting ID: 860 0134 5429

Passcode: #DENT198

Register in advance for the specific sessions:

https://up-edu.zoom.us/meeting/register/tZltd-irqj4uGN1oXzupTsaFs-90_1tz7OmW

6. The Department and members of your Experts Panel must be advised of the schedule of your online Research Proposal presentation and given a copy of the Research Proposal with a **reasonable** amount of time (i.e. one week prior to presentation) to adequately read, review and comment on your Research Proposal prior to your online presentation.

II. ASSESMENT OF RESEARCH PROPOSAL PRESENTATIONS

1. Evaluation Forms will need to be accomplished:

- a. Written Research Proposal Evaluation Tool
 - i. to be accomplished by the members of the Experts Panel
 - ii. an e-copy must be given to the Experts Panel members for reference when the copy of the Research Proposal is sent to them
 - iii. the online form for evaluation may be accessed using this link:
<https://bit.ly/Dent198-ResearchProposal-Eval>
- b. Rubrics for Oral Presentation
 - i. to be accomplished by the Department faculty who attends the online Research Proposal presentation
 - ii. Experts Panel Members, the Research Adviser and other Faculty members who attends the online Research Proposal Presentation may opt to accomplish the form
 - iii. students who attend the online Research Proposal Presentation may opt to accomplish the form
 - iv. the online form for evaluation may be accessed using this link:
<https://bit.ly/Dent198-PrezoRubrics>

III. SESSION PROPER

1. Ninety (90) minutes are allotted for each presentation slot.
 - a. Limit your actual presentation to 15 minutes. Choose the most important points to discuss. You may opt to:
 - i. play a pre-recorded presentation; or
 - ii. do a live presentationIf the Research Group opts to do a live presentation, they must record their presentation and submit the video as part of the course requirements.

- b. The rest of the time will be for a Questions & Answers Forum. Do not forget to take note of the discussions that should be used to revise and improve your Research Proposal.
 - c. A pre-recorded presentation or the slide deck/presentation to be used during the online Research Proposal Presentation **MUST NOT** be sent to the members of the Experts Panel prior to the scheduled online presentation.
 - d. Make sure to test your system requirements prior to the online presentation. You may have mock presentations with your Research Team to troubleshoot possible errors or technical difficulties prior to the actual presentation.
2. Coordinate to have a student emcee/moderator during online presentation sessions.
 3. As any UPCD research presentation, this is open to ALL faculty members.

IV. TECHNICAL APPROVAL OF RESEARCH PROPOSALS

1. The Experts Panel Members will fill-out an online form on their recommendations (<https://bit.ly/Dent198-PanelRecommendation>) on the scientific and ethical soundness of the proposed research. The majority decision of the Experts Panel members will be followed. The course coordinator may make the final recommendation in case a majority decision from the Experts Panel members is not determined.
2. The following steps must be done by the Research Groups to obtain Technical Approval depending on the Experts Panel Recommendations:
 - a. APPROVED
 - i. Coordinate with your Research Adviser for final edits to the Research Proposal. Expect multiple revisions between you and your Research Adviser, if ever.
 - ii. Upon approval, the Research Adviser must send the research proposal title, name of research advisee/s and the final version of the Research Proposal to mfmendoza3@up.edu.ph
 - iii. A Certificate of Technical Approval will be issued. This must be attached as Appendix A of the Research proposal when submitted to RGAO and UPM REB.
 - b. FOR MINOR REVISIONS: to be reviewed by the research adviser for approval
 - i. Submit a revised Research Proposal to the Research Adviser to incorporate the suggestions and recommendations during the Research Proposal Presentation after a reasonable amount of time (e.g. 7 days). Expect multiple revisions between you and your Research Adviser.
 - ii. Upon approval, the Research Adviser must send the research proposal title, name of research advisee/s and the final version of the Research Proposal to mfmendoza3@up.edu.ph

- iii. A Certificate of Technical Approval will be issued. This must be attached as Appendix A of the Research proposal when submitted to RGAO and UPM REB.
- c. FOR MINOR REVISIONS: to be reviewed by the panel member for approval
- i. Submit a revised Research Proposal to the Research Adviser to incorporate the suggestions and recommendations during the Research Proposal Presentation after a reasonable amount of time (e.g. 7 days). Expect multiple revisions between you and your Research Adviser.
 - ii. Upon approval by the Research Adviser, send a copy of the revised research proposal to each member of your Experts Panel for review. Provide the link to the online version of the Panel Recommendation Form to record their recommendation.
 - iii. You will be advised on the recommendations of the Experts Panel. Then refer to the guidelines on the steps to take depending on the recommendation.
- d. FOR MAJOR REVISIONS AND REPEAT PRESENTATION
- i. Submit a revised Research Proposal to the Research Adviser to incorporate the suggestions and recommendations during the Research Proposal Presentation after a reasonable amount of time (e.g. 7 days). Expect multiple revisions between you and your Research Adviser.
 - ii. Schedule your repeat presentation schedule using this link: <https://bit.ly/Dent198-PrezoSked>. Use the “Repeat Presentations” folder in the document.
 - iii. Refer to *1.3 Scheduling* in reconstituting your Experts Panel. It is advised that you invite the same Experts Panel for continuity. It is expected that the Experts Panel members are given enough time to read and review your revised research proposal prior to the presentation schedule.
 - iv. Refer to *1.4 Scheduling* in sending a notice to the Department of your repeat presentation schedule.
 - v. Proceed with the repeat Research Proposal Presentation. Take note of the files and links that need to be shared to the Experts Panel members prior to and during the presentation date.
 - vi. You will be advised on the recommendations of the Experts Panel. Then refer to the guidelines on the steps to take depending on the recommendation.
3. Research Groups whose Research Proposal are recommended for *Major Revisions and Repeat Presentation* must follow the same guidelines. Refer to the Dent198 Course Outline for the dates for Repeat Presentations.

REMINDER:

Research Advisers must have undergone Research Ethics Training recognized by the UPM REB. Previously assigned Research Advisers with no training may be retained as Research Adviser if they complete, by the submission of the research proposal for ethical review, a Research Ethics Training by or recognized by UPM REB. The qualifications of Research Advisers are determined by the UPM REB based on the National Ethical Guidelines for Health and Health-Related Research 2017 (<https://ethics.healthresearch.ph/index.php/phoca-downloads/category/4-neq>).

**HEALTH RESEARCH METHODS and RESPONSIBLE CONDUCT OF RESEARCH
TRAINING-WORKSHOPS ATTENDEES ¹:**

1. AGUILUZ, Ma. Arlissa D.
2. ALMODIENTE, Zarah R.
3. AREVALO, Jean C.
4. ATIENZA, Angelina A.
5. ATIENZA, Charleton N.
6. AUSTRIA, Ena Paula Q.
7. BAUTISTA, Ceasar M.
8. BUIZON, Joseph Raoul
9. CAS, Daisy Jane V.
10. ERMITA, Christian Anthony M.
11. ESCOTO, Elmer Jesus T.
12. FRANGE, Melanie Ruth K.
13. GARCIA, Ma. Celina L.
14. LACHICA, Marie Carmela T.
15. LARA, Maria Teresita C.
16. LAURETA, Cristina M.
17. MAGHIRANG-TEODOCIO, Rudgie Marie D.
18. MAGTANONG, Danilo L.
19. MEMORANDO, Joy R.
20. MILLO-PADERES, Grazielle A.
21. MORILLA, Lordjie Marr O.
22. MURJANI, Bhabita V.
23. ONG-SEDILLA, Ranee Nicole D.
24. PACETE-ESTRERA, Kristine Rachelle R.
25. PENGSON, Regina Carmela P.
26. QUINIQUINI, John Erick B.
27. RAMOS, Tristan Nathaniel C.
28. RARALIO, Gay A.
29. SANCHEZ, Krishan T.
30. SEGARRA, Armin
31. SIA, May Carol M.

¹ Priority as Experts Panel Member.

Note that other Faculty Members may have completed other Research Ethics Trainings. Faculty Members listed may have attended one or both of the Training-Workshops.