

# ERC Form 6C: Letter Template for Modification



<mm/dd/yyyy>

<NAME OF PI>

Principal Investigator

<Institution/Affiliation>

<Address>

**Re: <Study Protocol Title><RIHS ERC Code>**

Dear <TITLE OF PI><SURNAME>:

We wish to inform you that the **RIHS ERC** reviewed your proposed amendments/study protocol during its regular meeting <date of meeting> and is requesting further clarification. Your study has been assigned study protocol code <RIHS ERC code>, which should be used for all communication to the RIHS ERC<Name of Review Panel> related to this study.

As a result of the review, panel action is **MODIFICATIONS PRIOR TO APPROVAL**. Recommended revisions and/or clarifications are summarized below:

1.

Please note that revisions requested by the **RIHS ERC** should:

1. Be integrated into a revised **STUDY PROTOCOL PACKAGE** and **<RIHS ERC FORM 2(J): Review of Resubmitted Protocol** and related documents in **two (2) printed copies** and **one (1) electronic copy**.
2. Be **SUMMARIZED in a cover letter** with a summary table indicating the following:
  - a. First column showing the requested modification

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- b. Second column showing the explanation or justification of the PI for non-compliance
- c. Third column showing the previous version
- d. Fourth column showing the modified version
- e. Fifth column showing the page in the revised study protocol the respective revision may be found

Requested Modification	Explanation / justification	Old version	Modified version	Page and paragraph

3. **Include a footer (in all pages) that indicates both the DATE and VERSION NUMBER** of the resubmitted study protocol.

Please note that the cut-off date for submission of revised study protocol is on<Date>. Also, please note that resubmissions can only be accepted within 90 days from the date of this letter. Failure to respond within 90 days from the date of this letter will inactivate the application and study protocol will be archived. Subsequent submissions will be processed as initial review. Should you have any questions or clarifications regarding the abovementioned recommendations, please contact the undersigned through the RIHS ERC Secretariat at (02) 7161843 or email us at [research@uerm.edu.ph](mailto:research@uerm.edu.ph).

The **RIHS ERC** looks forward to your immediate response and action.

Very truly yours,

<NAME OF REVIEW PANEL CHAIR>

Chair, RIHS ERC<Name of Review Panel>