

ERC Form 6G: Final Report Approval Template



<mm/dd/yyyy>

<NAME OF PI>

Principal Investigator

<Institution/Affiliation>

<Address>

Re: <Study Protocol Title><Study Protocol Code>

Dear <TITLE OF PI><SURNAME>:

We wish to inform you that the **RIHS ERC** reviewed the final report application for your study entitled, "**Study Protocol Title**" with (**RIHS ERC Code**).

Upon review of <**RIHS ERC Form 4(C): Final Report Form**> and <submitted document/s>, the Panel **APPROVED** the final report application and recommended the commencement of archiving procedures. The protocol is reclassified as **INACTIVE** and ethical clearance automatically **EXPIRED** effective <**Date of Full Board meeting**>. The protocol records will be made available for **three years** from this date.

Thank you.

Very truly yours,

<NAME OF CHAIR>

Chair, RIHS ERC<Name of Review Panel>