

# ERC Form 6J: Reminder Letter For Continuing Report

UNIVERSITY OF THE EAST RAMON MAGSAYSAY MEMORIAL MEDICAL CENTER, INC.

Aurora Boulevard, Quezon City



**Research Institute for Health Sciences**



**ETHICS REVIEW COMMITTEE**

<mm/dd/yyyy>

<TITLE, NAME, SURNAME OF PI>

Principal Investigator

<Institution/Affiliation>

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

Dear <TITLE OF PI><SURNAME>:

We wish to remind you that the ethical clearance for the study protocol <Study Protocol Title> with <RIHS ERC Code> will expire on <expiration date of approval >. Based on the records of the **RIHS ERC**, there had been no communication regarding the progress of this study, which is still in our active file. If the study had been concluded or terminated, kindly fill out a final report form [RIHS ERC FORM 4(C); or if still ongoing, a continuing review form [RIHS ERC FORM 4(B).

Kindly submit the relevant report/form within thirty (30) days of receiving this letter. If no submission is received within the indicated grace period, the committee will be constrained to implement standard procedures for non-compliance with reportorial requirements. This may result in a recommendation for withdrawal of ethical clearance; and the study file subsequently inactivated and archived.

Should you have any questions or clarifications regarding the abovementioned recommendations, please contact the undersigned through the **RIHS** Secretariat at (02) 7161843 local 358 or email us at [ethicsreviewcommittee@uerm.edu.ph](mailto:ethicsreviewcommittee@uerm.edu.ph).

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

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Thank you.

Very truly yours,

<NAME OF CHAIR>

Chair, RIHS ERC