|  | **Far Eastern University – Dr. Nicanor Reyes Medical Foundation**  **INSTITUTIONAL ETHICS REVIEW COMMITTEE**  Rm 218, 2nd Floor, Institute of Medicine  Regalado Avenue near Dahlia Street, West Fairview, Quezon City 1118  Telefax: +63 (02) 8-9838338 loc 1236; Email: ierc@feu-nrmf.edu.ph |
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<mm/dd/yyyy>

<TITLE, NAME, SURNAME>

DESIGNATION

ADDRESS

Dear <Title, Surname>:

I am pleased to inform you that you have been appointed **CHAIR/ VICE CHAIR/ SECRETARY/ REGULAR MEMBER / ALTERNATE MEMBER / SECRETARIAT** of the Far Eastern University – Dr. Nicanor Reyes Medical Foundation Institutional Ethics Review Committee (FEU-NRMF IERC). The primary function of the FEU-NRMF IERC is to perform ethical review of research proposals /to perform reviews of reported adverse events and make appropriate recommendations to ensure the safety of human participants recruited by the study.

If you accept this appointment, your term will be for a period of \_\_\_\_\_\_, from (mm/dd/yyyy) to (mm/dd/yyyy) renewable \_\_\_\_\_\_\_, upon recommendation of the FEU-NRMF IERC Chair and approval of the FEU-NRMF President. The terms of reference of such appointment are as follows:

(*INSERT FUNCTIONS AS APPROPRIATE*)

*SOP I-4.6.1 for Chair*

*SOP I-4.6.2 for Vice Chair*

*SOP I-4.6.3 for Secretary*

*SOP I-4.6.4.1 for Regular Member*

*SOP I-4.6.4.2 for Alternate Member*

*SOP I-4.6.5 for Secretariat*

If you agree with the terms of this appointment, please signify your confirmation by signing in the space provided below, date your signature, and return one copy of this letter to the FEU-NRMF IERC Secretariat. If you have any questions regarding the information outlined in this letter of appointment, you may visit the FEU-NRMF IERC Secretariat at the address and contact details indicated above for assistance.

Thank you and best regards.

Very truly yours,

| <Title, Name, Surname> and Signature |
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President

Far Eastern University – Dr. Nicanor Reyes Medical Foundation

| <Title, Name, Surname> and Signature |
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CONFORME of Appointee

Date: <mm/dd/yyy>