# Queries or Complaints

**INSTRUCTIONS: *This form can be accomplished by any FEU-NRMF IERC personnel who receive queries, complaints, or grievances pertaining to any study protocol under the responsibility of the FEU-NRMF IERC. Information reported in this form is processed as a protocol-related submission. This form should be printed in LETTER size paper and duly signed by the personnel accomplishing this report.***

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| **FEU-NRMF IERC CODE:** |
| **STUDY PROTOCOL TITLE:** |
| **APPROVAL DATE:** <mm/dd/yyyy> |
| **PRINCIPAL INVESTIGATOR:** |
| **Email:** | **Telephone:** | **Mobile:** |
| **STUDY SITE:** <Name and address> |
| **STUDY SITE ADDRESS:** |
| **SPONSOR:** |
| **SPONSOR CONTACT PERSON:** |
| **Email:** | **Telephone:** | **Mobile:** |
| **DATE RECEIVED:** <mm/dd/yyyy> |
| 1. **RECEIVED BY (FEU-NRMF IERC Personnel) :** <TITLE, NAME, SURNAME>
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| 1. **REQUEST DELIVERED THROUGH:**
	1. □ Telephone
	2. □ Fax No
	3. □ Mailed letter dated:
	4. □ E-mail dated:
	5. □ Walk-in (indicate date/time)
	6. □ Other, specify:
 |
| 1. **PERSON LODGING THE QUERY OR COMPLAINT**
	1. **<TITLE, NAME, SURNAME>**
	2. **Address:** <Street Number, Street, Barangay, City, Postal Code>
	3. **Telephone**: <area code, number>
	4. **Mobile:** <Provider code, number>
	5. **Email:**
 |
| 1. **CONNECTION/RELATION OF PERSON TO THE STUDY PROTOCOL**
	1. **Study participant**
	2. **Other: <specify>**
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| 1. **PARTICIPANT CONCERNS**
	1. □ Query (**specify**)
	2. □ Complaint (**specify**)
	3. □ Others (**specify**)
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| 1. **REFERRED TO**
	1. □ Full Board Review
	2. □ Expedited Review at the level of the Chair and Primary Reviewers
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| 1. **Signature of FEU-NRMF IERC Personnel:**
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| **RECOMMENDED ACTION** (For FEU-NRMF IERC use only)* UPHOLD ORIGINAL APPROVAL WITH NO FURTHER ACTION
* REQUEST INFORMATION: (specify)
* RECOMMEND FURTHER ACTION: (specify)
 |
| **PRIMARY REVIEWER** |  | Signature |  |
| Date: <mm/dd/yyyy> |  | Name  | <Title, Name, Surname> |
| **SECRETARY** |  | Signature |  |
| Date: <mm/dd/yyyy> |  | Name  | <Title, Name, Surname> |
| **CHAIR** |  | Signature |  |
| Date: <mm/dd/yyyy> |  | Name  | <Title, Name, Surname> |