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|  | **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 |

<mm/dd/yyyy>

**<TITLE, NAME, SURNAME OF PI>**

Principal Investigator

<Institution/Affiliation>

<Address>

**Re: <Study Protocol Title> <FEU-NRMF IERC Code>**

Dear **<TITLE OF PI> <SURNAME>**:

We wish to remind you that the <continuing review/final report> for the study protocol **<Study Protocol Title> <FEU-NRMF IERC Code>** is due on/had been due since < eleven months from date of approval >. Based on the records of the **Far Eastern University – Dr. Nicanor Reyes Medical Foundation Institutional Ethics Review Committee (FEU-NRMF IERC)**, there had been no communication regarding the progress of this study, which is still in our active file and has an active ethical clearance. If the study had been concluded or terminated, kindly fill out a final report form [FEU-NRMF IERC FORM 3(C) 2022]; or if still ongoing, a continuing review form [FEU-NRMF IERC FORM 3(B) 2022].

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 **FEU-NRMF IERC** Secretariat at +63 (02) 8-9838338 loc. 1236.

The **FEU-NRMF IERC** looks forward to your immediate response and action.

Thank you.

Very truly yours,

**<NAME OF IERC CHAIR>**

Chair, FEU-NRMF IERC