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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>

**<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 **FEU-NRMF Institutional Ethics Review Committee (FEU-NRMF IERC)** acknowledged receipt of <*Progress Report/Continuing Review Application/Final Report/Study Protocol Non-Compliance Record/SAE Report/Site Visit Report>* dated <date of document>.

Upon review of <FEU-NRMF IERC FORM 3(L) 2022: Progress Report Form/FEU-NRMF IERC FORM 3(B) 2022: Continuing Review Application Form/FEU-NRMF IERC FORM 3(C) 2022: Final Report Form/FEU-NRMF IERC FORM 3(D) 2022: Study Protocol Non-Compliance Record/FEU-NRMF IERC FORM 3(G) 2022: Serious Adverse Event Report Form/FEU-NRMF IERC FORM 3(I) 2022: Site Visit Report Form> and <submitted document/s>, committee action is < **REQUEST INFORMATION/RECOMMENDATION FOR FURTHER ACTION>**. Recommended revisions and/or clarifications are summarized below:

Please note that the cut-off date for submission is on<cut-off date>**.** 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.

Very truly yours,

**<NAME OF FEU-NRMF IERC CHAIR>**

Chair, FEU-NRMF IERC