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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)** reviewed the <withdrawal of study protocol application/final report/early study termination application> for your study entitled, “**Study Protocol Title” (FEU-NRMF IERC Code)** during its meeting on <Date of Full Board meeting>.

Upon review of <FEU-NRMF IERC Form 3(C) 2022: Final Report Form/FEU-NRMF IERC Form 3(E) 2017: Early Study Termination Application Form> and <submitted document/s>, the Committee **APPROVED** the <withdrawal of study protocol application/final report/early study termination application> and recommended the commencement of archiving procedures. The protocol is reclassified as **INACTIVE** and ethical clearance automatically **EXPIRED** effective **<Date of Full Board meeting>.** The protocol records will be made available for **three years** from this date.

Thank you.

Very truly yours,

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

Chair, FEU-NRMF IERC