

	<b>Far Eastern University</b> <b>NICANOR REYES MEDICAL FOUNDATION</b> <b>Institutional Ethics Review Committee</b>	<b>DOCUMENT CODE:</b> SOP 01/04-02-2022
		<b>EFFECTIVE DATE:</b> August 1, 2022
	<b>DOCUMENT TITLE:</b>  <b>1. STRUCTURE AND COMPOSITION</b>	<b>REV. NO.:</b> 4.2
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- 4.3.6.** The Members should have various backgrounds and should have adequate representation of members with regard to age and sex.
- 4.3.7.** Members are selected according to their personal capacities; based on their interest, background, ethical, and/or scientific knowledge and expertise, as well as on their commitment and willingness to volunteer the necessary time and effort for the work of FEU-NRMF IERC.
- 4.3.8.** Members shall be classified as regular or alternate members.
- 4.3.8.1. Regular members** are members constituting the research ethics committee, who receive official appointments from the institutional authority with specific terms and responsibilities including review of research proposals and attendance of meetings.
- 4.3.8.2. Alternate members** are individuals who possess the qualifications of specified regular members. They receive official appointments that will cite their responsibilities. They are called to attend a meeting and substitute for regular members to comply with the quorum requirement when the latter cannot attend the meeting. They will review research proposals and accomplish assessment forms in order to participate in the decision-making of a research proposal, maintain quorum, and vote during decision-making.
- 4.3.9.** Member assignments should take into consideration the appropriate mix of old and new members.
- 4.3.10.** Members may be requested to participate in the meetings of other committees, upon recommendation of the FEU-NRMF IERC Chair, and in coordination with the Subcommittee Chairs.
- 4.3.11.** The FEU-NRMF IERC may further be supported in its deliberation on specific protocols or requests for advice on specific ethical and / or technical issues by Independent Consultants (see SOP 1 – 6 SELECTION OF INDEPENDENT CONSULTANTS).
- 4.4.** Resignation, disqualification, and replacement of members
- 4.4.1.** A member may resign his/her position by submitting a letter of resignation to the FEU – NRMF President through the FEU-NRMF IERC Chair.
- 4.4.2.** A member may be disqualified and/or not be reappointed for non-compliance of duties and responsibilities stated herein, and non-disclosure of conflict of interest.
- 4.4.3.** A member who has resigned and members who will not be re-appointed will be replaced by new members upon recommendation of the FEU-NRMF IERC Chair and approval of the FEU-NRMF President.
- 4.5.** General Duties and Responsibilities of FEU-NRMF IERC Members and Staff
- 4.5.1.** FEU-NRMF IERC members and personnel should submit their properly signed and annually updated CURRICULUM VITAE [FEU-NRMF IERC FORM 1(B) 2022], which will be filed at the FEU-NRMF IERC Membership File (contains CV, Terms of Appointment, and copies of Training Certificates of each member).