



# LUNG CENTER OF THE PHILIPPINES

## INSTITUTIONAL ETHICS REVIEW BOARD

Quezon Avenue Extension, Quezon City, Philippines 1100

4<sup>th</sup> Flr. Room 4013 Tel Nos. 9246101 local 568

E-mail : [lcpierb@gmail.com](mailto:lcpierb@gmail.com), Website : [erc@lcp.gov.ph](http://erc@lcp.gov.ph)

### APPOINTMENT LETTER

<Date:dd/mm/yyyy>

<Title, Name, Surname of new chairman>

<Institution/Affiliation>

<Address>

Dear \_\_\_\_\_:

This is to welcome you to the **LCPIERB** and to congratulate you on your <appointment/renewal> as **Chairman**.

Your term of office is two (2) years effective \_\_\_\_\_ until \_\_\_\_\_ with possible renewal for up to three (3) consecutive term. As Chair of the LCPIERB, your specific responsibilities include the following:

- A. Preside over IERB meetings and report directly to the Executive Director.
- B. Prepare annual reports summarizing IERB activities and decision outcomes to the Executive Director.
- C. Invite independent consultants as necessary to provide special expertise to the IERB.
- D. Assign primary reviewers.
- E. Ensure sufficient financial and administrative support for sustained IERB operations.
- F. Ensure adherence to quality standards to maintain the accreditation status.
- G. Represent the IERB interest within the hospital administration and to the outside world.

The following are additional roles and responsibilities also as a member of LCPIERB:

- A. Participate in IERB meetings;
- B. Serve as Primary Reviewer for research protocol within your area of expertise and <as a primary medical reviewer, your review shall focus on the technical or scientific issues and ethical issues/as a non-medical reviewer, your review shall focus on the human participants' concerns, review the informed consent process and informed consent forms>;
- C. Perform post-approval review procedures as follows:
  1. Assess serious adverse event reports and recommend appropriate action(s)
  2. Review the progress reports and monitor ongoing studies as appropriate
  3. Evaluate final reports;
- D. Maintain confidentiality of the documents and deliberations of during IERB meetings;
- E. Declare any conflict of interest;
- F. Participate in continuing education activities in biomedical ethics and biomedical research;

You will likewise be required to sign a Confidentiality Agreement and Conflict of Interest Disclosure (refer to attached document). Please sign the conforme below and return to the **LCPIERB** Secretariat along with the Confidentiality Agreement and Conflict of Interest Disclosure Form, latest Curriculum Vitae and GCP Training Certificate as soon as possible.

An honorarium will be given for every meeting attended, subject to the approval of the Executive Director and the Management Committee.

Sincerely,

---

**Executive Director**  
**Lung Center of the Philippines**

Conforme:

---

*Signature over Printed Name*

---

*Date*