



LUNG CENTER OF THE PHILIPPINES

INSTITUTIONAL ETHICS REVIEW BOARD

Quezon Avenue Extension, Quezon City, Philippines 1100

4th Flr. Room 4013 Tel Nos. 9246101 local 568

E-mail : lcpierb@gmail.com, Website : erc@lcp.gov.ph

APPOINTMENT LETTER

<Date:dd/mm/yyyy>

<Title, Name, Surname of new alternate member>

<Institution/Affiliation>

<Address>

Dear _____:

I have the honor to appoint you as an **Alternate Member of the Lung Center of the Philippines – IERB** for a period of two years, effective _____ until _____. As a member, you will have the following roles and responsibilities:

- A. Participate in the 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 IERB meetings;
- E. Declare any conflict of interest;
- F. Participate in continuing education activities in biomedical ethics and biomedical research.

An honorarium will be given for every meeting attended, subject to the approval of the Executive Director and the Management Committee. The minutes of the meeting and the attendance duly signed by the members who attended shall be submitted to the Accounting Department before the honorarium is released on a quarterly basis.

If you agree with the terms of this appointment, please sign on the space provided below, date your signature, and return one copy of this letter to the **LCPIERB** Secretariat. Sign, date and submit your latest

Curriculum Vitae, latest GCP Training Certificate and a copy of the Confidentiality Agreement and Conflict of Interest Disclosure Form as soon as possible.

Sincerely,

Executive Director
Lung Center of the Philippines

Conforme:

Signature Over Printed Name

Date