



# LUNG CENTER OF THE PHILIPPINES

## INSTITUTIONAL ETHICS REVIEW BOARD

Quezon Avenue Extension, Quezon City, Philippines 1100

4<sup>th</sup> Fl. 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 Independent Consultant>

<Institution/Affiliation>

<Address>

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

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

- A. Review research proposals within your area of expertise and discuss results of review during full-board meetings when requested to attend;
- B. Maintain confidentiality of the documents and deliberations of IERB meetings;
- C. Declare any conflict of interest;
- D. Shall attend the IERB meeting for which your expertise is being sought.

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

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 and a copy of the Confidentiality Agreement and Conflict of Interest Disclosure Form.

Sincerely,

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

Conforme:

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*Signature over Printed Name*

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*Date*