



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

REMINDER LETTER FOR CONTINUING REVIEW / FINAL REPORT

<date>

<TITLE, NAME, SURNAME OF PI>

Principal Investigator

<Institution/Affiliation>

<Address>

LCP-IERB CODE		Sponsor Protocol Number	
Protocol Title			

Dear **<TITLE OF PI> <SURNAME>**:

We wish to remind you that the <progress/final> report for the study protocol **<Study Protocol Title> <LCPIERB CODE Code>** is due on/had been due < every six months/ every twelve months from date of approval >. Based on the records of the Lung Center of the Philippines Institutional Ethics Review Board (LCPIERB) there had been no communication regarding the progress of this study, which is still in our active file and has an active ethical clearance. If the study had been concluded or terminated, kindly fill out LCPIERB FORM 3 (H) – 2018: Final Report Form; or if still ongoing, LCPIERB FORM 3(C) – 2018: Continuing Review Application/Progress Report Form. The forms are attached herein.

Kindly submit the relevant report/form within thirty (30) days of receiving this letter. If no submission is received within the indicated grace period, the committee will be constrained to implement standard procedures for non-compliance with reportorial requirements. This may result in a recommendation for withdrawal of ethical clearance; and the study file subsequently inactivated and archived.

Should you have any questions or clarifications regarding the above-mentioned recommendations, please contact the undersigned through the **LCPIERB Institutional Ethics Review Board** Secretariat at (02) 9246101 local 568 or erc@lcp.gov.ph or lcpierb@gmail.com

The **LCP Institutional Ethics Review Board** looks forward to your immediate response and action.

Thank you.

Very truly yours,

<NAME OF CHAIR>

Chairman
Lung Center of the Philippines
Institutional Ethics Review Board (LCPIERB)