



# 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)

### ACTION LETTER TO STUDY PROTOCOL RESUBMISSIONS / AMENDMENTS

<date>

<NAME OF PI>

Principal Investigator

<Institution/Affiliation>

<Address>

LCP-IERB CODE	Sponsor Protocol Number
Protocol Title	

Dear <TITLE OF PI> <SURNAME>:

We wish to inform you that the **Lung Center of the Philippines Institutional Ethics Review Board (LCPIERB)** reviewed your <resubmitted study protocol/proposed amendments> during its regular meeting <date of meeting> and is recommending modifications/further clarification.

As a result of the review, IERB action is **MAJOR MODIFICATIONS PRIOR TO APPROVAL/MINOR MODIFICATIONS PRIOR TO APPROVAL**. Recommended revisions and/or clarifications are summarized below:

Please note that revisions requested by the **LCPIERB** should:

1. Be integrated into a revised STUDY PROTOCOL/PACKAGE and LCPIERB FORM 2(K) – 2018: PROTOCOL RESUBMISSION FORM and related documents in four (4) printed copies and one (1) electronic copy with the first column filled-out with recommendations and the second column with number outline corresponding the recommendations. Forms may be downloaded from the LCPIERB website: [erc@lcp.gov.ph](http://erc@lcp.gov.ph) or E-mail: [lcpierb@gmail.com](mailto:lcpierb@gmail.com).
2. Be SUMMARIZED in a cover letter indicating in which page of the revised study protocol the respective revision may be found, attached to every submission package;

3. Modified part should be **underlined and bold-faced**; and
4. Include a footer (in all pages) that indicates both the DATE and VERSION NUMBER of the resubmitted study protocol.

Please note that the cut-off date for submission of revised study protocol is on **<Date>**. Also, please note that resubmissions can only be accepted within 15 days from the date of this letter. Failure to respond within 15 days from the date of this letter may inactivate the application. A grace period of another 15 days will be given before proceeding to archiving of application. Subsequent submissions will then be processed as initial review. Should you have any questions or clarifications regarding the above mentioned recommendations, please contact the undersigned through the Lung Center of the Philippines Institutional Ethics Review Board (LCPIERB) Secretariat at (02) 924-6101 local 568 or **erc@lcp.gov.ph** or **lcpierb@gmail.com**.

The LCPIERB looks forward to your immediate response and action.

Very truly yours,

**<NAME OF CHAIR>**  
Chairman  
Lung Center of the Philippines  
Institutional Ethics Review Board (LCPIERB)