



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

Date of issuance:

NOTICE OF MEETING

TO: **All Members**

Date

Time

Address

AGENDA:

1. Call to order
2. Determination of quorum and presence of non-institutional members
3. Disclosure of Conflict of interest
4. Reading and approval of the Minutes of the last meeting
5. Business arising from the Minutes of the last meeting
6. Protocol review

6.1. FULL REVIEW

6.1.1. Study Protocols for Initial Review

6.1.1.1.

LCPIERB Code	
Protocol Code	
Study Protocol Submission Date	<dd/mm/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	
Primary reviewers	
Sponsor	
Technical Review	

6.1.2. Resubmissions or Study Protocols for Modification:**6.1.2.1.**

LCPIERB Code	
Protocol Code	
Study Protocol Submission Date	<dd/mm/yyyy>
Study Protocol Title	<dd/mm/yyyy>
Principal investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	

6.1.3. Study Protocols for Clarificatory Interview:**6.1.3.1.**

LCPIERB Code	
Protocol Code	
Study Protocol Submission Date	<dd/mm/yyyy>
Study Protocol Title	<dd/mm/yyyy>
Principal investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	

6.1.4. Withdrawal of Study Protocol Applications:**6.1.4.1.**

LCPIERB Code	
Protocol Code	
Withdrawal Application Date	<dd/mm/yyyy>
Study Protocol Title	<dd/mm/yyyy>
Principal investigator	
Type of review	
Primary reviewers	
Sponsor	

6.1.5. Study Protocol Amendment Applications**6.1.5.1.**

LCPIERB Code		
Protocol Code		
Study Protocol Approval Date	<dd/mm/yyyy>	
Amendment Submission Date	<dd/mm/yyyy>	
Study Protocol Title		
Principal investigator		
Type of review		
Primary reviewers		
Technical Review		
Sponsor		
Remarks/Description	List of Amendment	Reason

6.1.6. Continuing Review Applications**6.1.6.1.**

LCPIERB Code		
Protocol Code		
Study Protocol Approval Date	<dd/mm/yyyy>	
Application Date	<dd/mm/yyyy>	
Study Protocol Title		
Principal investigator		
Type of review		
Primary reviewers		
Technical Review		
Sponsor		
Remarks/Description		

6.1.7. Final Reports:**6.1.7.1.**

LCPIERB Code		
Protocol Code		
Study Protocol Approval Date	<dd/mm/yyyy>	
Report Date	<dd/mm/yyyy>	
Study Protocol Title		
Principal investigator		
Type of review		
Primary reviewers		

Technical Review	
Sponsor	
Remarks/Description	

**6.1.8. Study Protocol Non-Compliance (Deviation or Violation) Reports:
6.1.8.1.**

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Report Date	<dd/mm/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
Noncompliance report1:	
Corrective Action Taken	
Noncompliance report2:	
Corrective Action Taken	
Noncompliance report3:	
Corrective Action Taken	

**6.1.9. Early Study Termination Application:
6.1.9.1.**

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Application Date	<dd/mm/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
Remarks/Description	

6.1.10. Queries, Notifications, and Complaints:**6.1.10.1.**

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Report Date	<dd/mm/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
Remarks/Description	

6.1.11. SAE and SUSAR Reports**6.1.11.1.**

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Report Date	<dd/mm/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
SAE report1:	
IERB Decision	
SAE report 2:	
IERB Decision	

6.1.12. Site Visit Reports:**6.1.12.1.**

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Site Visit Date	<dd/mm/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	

Primary reviewers and site visit team	
Technical Review	
Sponsor	
Remarks/Description	

6.2. Report of Protocol Submissions for Expedited Review and Full Board Protocols with Modification Expedited at the Level of the Chair

6.2.1. Approved Protocols

6.2.1.1.

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Study Protocol Submission Date	<dd/mm/yyyy>
Study Protocol Title	
Principal Investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	

6.2.2. Study Protocols for Initial Review

6.2.2.1.

LCPIERB Code	
Protocol Code	
Study Protocol Submission Date	<dd/mm/yyyy>
Study Protocol Title	
Principal Investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
ACTION	

6.2.3. Resubmissions or Study Protocols for Modification

6.2.3.1.

LCPIERB Code	
Protocol Code	
Study Protocol Submission Date	<dd/mm/yyyy>
Study Protocol Title	
Principal Investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
ACTION	

6.2.4. Study Protocol Amendment Applications

6.2.4.1.

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Amendment Submission Date	<dd/mm/yyyy>
Study Protocol Title	
Principal Investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
Remarks/Description	
ACTION	

6.2.5. Continuing Review Applications

6.2.5.1.

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Application Date	<dd/mm/yyyy>
Study Protocol Title	
Principal Investigator	
Type of review	
Primary reviewers	
Technical Review	

Sponsor	
Remarks/Description	
ACTION	

6.2.6. Final Reports

6.2.6.1.

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Report Date	<dd/mm/yyyy>
Study Protocol Title	
Principal Investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
Remarks/Description	
ACTION	

6.2.7. Early Study Termination Applications

6.2.7.1.

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Application Date	<dd/mm/yyyy>
Study Protocol Title	
Principal Investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
Remarks/Description	
ACTION	

6.2.8. Study Protocol Non-Compliance (Deviation or Violation) Reports:

6.2.8.1.

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>

Report Date	<dd/mm/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
Noncompliance report1:	
Corrective Action Taken	
Noncompliance report2:	
Corrective Action Taken	
Noncompliance report3:	
Corrective Action Taken	

6.2.9. Queries, Notifications, and Complaints

6.2.9.1.

LCPIERB Code	
Protocol Code	
Study Protocol Approval Date	<dd/mm/yyyy>
Report Date	<dd/mm/yyyy>
Study Protocol Title	
Principal investigator	
Type of review	
Primary reviewers	
Technical Review	
Sponsor	
Remarks/Description	
ACTION	

7. OTHER MATTERS

8. ADJOURNMENT

<TITLE, NAME, SURNAME>

Chairman, LCP-IERB

Signature over Printed Name