Form 14.1 Reminder Letter

**Eastern Visayas Health Research and Development Consortium - Ethics Review Committee**

***REMINDER LETTER***

**(Progress Report/Continuing Review/Final Report)**

**Date**

**(Principal Investigators)**

**(Institution)**

| Study Protocol Code |  |
| --- | --- |
| Study Protocol Title |  |
| Date of ERC Approval  |  |
| Date of Expiry of Ethical Clearance |  |

Dear Principal Investigator/s:

We wish to remind you that the <**progress/continuing review/final**> report for the study protocol “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_<Title>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”, Protocol Code: \_\_\_\_\_\_\_\_\_ had been due since <Date>. Based on the records of the EVHRDC-ERC, there has 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 **Form 21.1 Final Report**; or if still ongoing and needs extension of the ethical clearance, **Form 18.1 Continuing Review Application**; or is due for its progress report, **Form 14.2 Progress Report**. 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 abovementioned recommendations, please contact the undersigned through the ERC Staff Secretary at (053) 888-4203 or evhealthresearch2020@gmail.com.

The EVHRDC-ERC looks forward to your immediate response and action.

Thank you.

 Very truly yours,

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EVHRDC-ERC Chair