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| **UNIVERSITY OF SANTO TOMAS HOSPITAL** RESEARCH ETHICS COMMITTEE 6th Floor St. John Macias O.P. Building  A.H. Lacson St. Sampaloc, Manila 1015 Philippines  Telephone: +63 2 8731-3001 local 2610  Email: *usth\_irb@yahoo.com.ph*  **UNIVERSITY OF SANTO TOMAS HOSPITAL** España Blvd., Manila logo copy |

Date

**NAME**

Department and Position

Institutional Affiliation

**Subject:** Appointment as REC Independent Consultant

Dear **Name:**

You are hereby appointed as \_\_\_\_\_\_\_\_\_\_\_\_ of the **University of Santo Tomas Hospital - Research Ethics Committee (USTH-REC)** effective Date\_Month\_Year to Date\_Month\_Year.

Based on **USTH-REC Standard Operating Procedures**, *Independent Consultants are resource persons who are not members of the REC but whose scientific and technical expertise is needed in the review of a research protocol/proposal and who may be invited to attend a committee meeting but are non-voting during the deliberations.*

As **< REC Independent Consultant >**, your responsibilities are as follows:

1. Attend REC meeting when requested.
2. Participate in the review of research proposals and other related reports when requested.
3. Declare any conflict of interest (COI) in the review of research proposals.
4. Maintain confidentiality of the documents and deliberations of the REC meetings.

We look forward to partnering with you in ensuring that all health researches conform to local, national, and international ethical principles and standards towards respect for the rights, well-being and dignity of persons.

Thank you for accepting the invitation to be **< Independent Consultant >** of the USTH-REC. Kindly signify your acceptance by signing the conforme below.

Very truly yours,

**REC Head**

**Conforme:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of Appointee

Date: