|  |
| --- |
| **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 2 731-3001 local 2610  Email: *usth\_irb@yahoo.com.ph*  **UNIVERSITY OF SANTO TOMAS HOSPITAL** España Blvd., Manila logo copy |

Date:

**NAME**

Designation

Department Affiliation

Institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Re:** | Reminder Letter for < Continuing Review /Final Report > | | | |
| **REC Protocol Reference No.:** | | | |  |
| **Protocol No./**  **Title:** | |  | | |
| **Sponsor/CRO:** | |  | | |
| **REC Initial Approval Date:** | | |  | |

**Dear \_\_\_\_\_\_\_\_\_\_\_:**

The **University of Santo Tomas Hospital - Research Ethics Committee (USTH-REC)** would like to remind you that the **< Progress Report /Final Report >** for the above study protocol is due on/had been due since < every six (6) months from date of approval >. Based on REC records, 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 a *Final Report Form (F18);* or if still ongoing, submit an *Application for Continuing Review (F19)*. Forms may be downloaded from the USTH website: [**http://www.usthospital.com.ph/research**](http://www.usthospital.com.ph/research).

Kindly submit the relevant report/form **within thirty (30) days prior to the expiration of the ethical clearance to cover the period from date of approval to 30 days before expiration**. 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.

Submit your response as soon as possible.

**For the USTH – Research Ethics Committee:**

(Signature)

(Name)

REC Head