|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date:  **NAME**  Designation  Department Affiliation  Institution   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Re:** | Reminder Letter for < Continuing Review & Final Report Submission > | | | | | **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 < Validity of Ethics 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: [**usthrec.online**](http://www.usthospital.com.ph/research).  Kindly submit the relevant report/form **within thirty (30) days prior to the expiration of the ethical clearance**. If no submission is received within the indicated grace period, the REC 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 and the necessary documents as soon as possible.  **For the USTH – Research Ethics Committee:**  (Signature)  (Name)  REC Head |