Date of issuance: <dd/mm/yyyy>

## NOTICE OF MEETING

TO: **<NAME OF MMMC-RERC REVIEW> Members:**

 **Member 1**

 **Member 2**

 **Member 3**

 **Member 4**

 **Member 5**

 **Member 6**

 **Member 7**

 **Member 8**

 **Member 9**

**DATE OF MEETING:**

**TIME OF MEETING:**

**VENUE OF MEETING:**

**AGENDA:**

1. **Prayer**
2. **Determination of quorum and presence of non-institutional members)**
3. **Call to order**
4. **Disclosure of Conflict of interest**
5. **Reading and approval of the Minutes of the last meeting**
	1. **Business arising from the Minutes of the last meeting**
6. **Approval of Meeting Agenda**
7. **Protocol review**
	1. **FULL REVIEW**
		1. **Study Protocols for Initial Review**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Submission Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |

* + 1. **Resubmissions or Study Protocols for Modification**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Resubmission Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **Study Protocols for Clarificatory Interview**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Submission Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |

* + 1. **Withdrawal of Study Protocol Applications**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Withdrawal Application Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |

* + 1. **Study Protocol Amendment Applications**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Amendment Submission Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **Continuing Review Applications**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Application Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **Progress Report**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **Final Reports**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **Study Protocol Non-Compliance (Deviation or Violation) Reports:**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |
| Noncompliance report1: |  |
| Corrective Action Taken |  |
| Noncompliance report2: |  |
| Corrective Action Taken |  |
| Noncompliance report3: |  |
| Corrective Action Taken |  |

* + 1. **Early Study Termination Application**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Application Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **Queries, Notifications, and Complaints**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **SAE and SUSAR Reports**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **DSMC/ DSMB/ IDMC**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* + 1. **Site Visit Reports:**

|  |  |
| --- | --- |
| MMMC-RERC 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 |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

* 1. **REPORT OF PROTOCOL SUBMISSIONS FOR EXPEDITED REVIEW AND FULL BOARD PROTOCOLS WITH MODIFICATION EXPEDITED AT THE LEVEL OF THE CHAIR**
1. **Other Matters**
2. **Adjournment**

**ANNEX 1**

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

**7.2.1 Approved Protocols**

|  |  |
| --- | --- |
| MMMC-RERC 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 |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

**7.2.2 Study Protocols for Initial Review**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Submission Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal Investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

**7.2.3 Resubmissions or Study Protocols for Modification**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Submission Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal Investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

**7.3.4 Study Protocol Amendment Applications**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Amendment Submission Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal Investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

**7.2.5 Continuing Review Applications**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Application Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal Investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

**7.2.6 Final Reports**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal Investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

**7.2.7 Study Protocol Non-compliance (Deviation or Violation) Reports**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal Investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

**7.2.8 Early Study Termination Applications**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Application Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal Investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

**7.2.9 Queries, Notifications, and Complaints**

|  |  |
| --- | --- |
| MMMC-RERC Code |  |
| Study Protocol Approval Date | <dd/mm/yyyy> |
| Report Date | <dd/mm/yyyy> |
| Study Protocol Title |  |
| Principal investigator |  |
| Type of review |  |
| Primary reviewers |  |
| Funding agency/CRO |  |
| Remarks/Description |  |

|  |  |  |
| --- | --- | --- |
| Prepared by: | Signature over <Title, Name, Surname> |  |
| DATE: <dd/mm/yyyy> | ADMINISTRATIVE STAFF |  |
| Checked by: | Signature over <Title, Name, Surname> |  |
| DATE: <dd/mm/yyyy> | MEMBER-SECRETARY |  |
| Approved by: | Signature over <Title, Name, Surname> |  |
| DATE: <dd/mm/yyyy> | CHAIR |  |