<dd/mm/yyyy>

**<TITLE, NAME, SURNAME PI>**

Principal Investigator

<Institution/Affiliation>

<Address>

**Re: <MMMC-RERC Code> <Study Protocol Code> <Study Protocol Title>**

Dear **<TITLE OF PI> <SURNAME>,**

We wish to remind you that the <***continuing review/progress/final report***> report for the <**Study Protocol Title> <MMMC-RERC Code**> is due on/has been due since <***expiration date/date of progress report***>. Based on the records of MMMC-RERC there has been no communication regarding the progress of this study, which is still in our Active Files and has an active ethical clearance. If the study has been concluded or terminated, kindly fill out **the MMMC-RERC F-3-C: Final Report Form** or if still ongoing, the **MMMC-RERC F-3-B: Progress Report/Continuing Review Application Form**. The forms are attached herein.

Kindly submit the relevant report/form within thirty (30) days after 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 above mentioned recommendations, please contact MMMC-RERC Administrative Staff at the MMMC-RERC Office, email mmmc\_rerc@yahoo.com.ph, or call telephone number (043) 773-6800 loc. 1194 for assistance.

Thank you and best regards.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **<NAME OF CHAIR>**

Chairman, MMMC-RERC

Date: