<dd/mm/yyyy>

**<NAME OF MEMBER>**

Member

<Review >

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

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

We wish to inform you that the MMMC-RERC has appointed you to be a **member** of the **Site Visit Team** responsible for verifying compliance of the study site with MMMC-RERC approved protocol and related documents, such as, contents of the informed consent form, etc. This site visit is being organized because of: \_\_\_\_\_\_\_\_ As part of the team, your responsibilities include the following:

1. Review the study protocol and the ICF (note: make sure that the site is using the most recent version)
2. Review the post-approval documents (note: make sure that the site is using the most recent version)
3. Ask the PI or staff to explain the informed consent process
4. Ensure security, privacy, and confidentiality of the documents at the study site
5. Discuss the findings with the research team
6. Solicit feedback from the study site

The details of the Site Visit are as follows:

|  |  |
| --- | --- |
| **Study Site** |  |
| **Address** |  |
| **Date** | <dd/mm/yyyy> |
| **Time** | <hh:mm> |

To facilitate the intended site visit, please signify your confirmation by signing in the space provided below, date your signature, and return one copy of this letter to the MMMC-RERC Secretariat. Also, if you have any questions regarding the information outlined in this notification, you may visit the MMMC-RERC Secretariat 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,

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

**Chairman, MMMC-RERC**

Date: <dd/mm/yyyy>

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

**CONFORME of Member**

Date Signed: <dd/mm/yyyy>