<dd/mm/yyyy>

**<NAME OF PI>**

Principal Investigator

<Institution/Affiliation>

<Address>

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

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

We wish to inform you that the **Mary Mediatrix Medical Center- Research Ethics Review Committee** reviewed your <*study protocol/resubmitted study protocol/proposed amendments*>during its regular meeting on <date of meeting>. Your study has been assigned study protocol code <MMMC-RERC code>, which should be used for all communications to the MMMC-RERC related to this study.

As a result of the <type of review> review, MMMC-RERC action is ***MAJOR MODIFICATIONS /MINOR MODIFICATIONS.*** Recommended revisions and/or clarifications are summarized below:

 Note that the MMMC-RERC is requesting you to submit the following:

1. **MMMC-RERC F-3-D: STUDY PROTOCOL/INFORMED CONSENT AMENDMENT SUBMISSION FORM**>, and related documents in one printed copy. Forms may be downloaded from the MMMC-RERC website:

Fill up the **MMMC-RERC F-2-I: RESUBMITTED STUDY PROTOCOL FORM** with the first column filled-out with recommendations and the second column are the responses if the recommendations are met.

1. Modified part should be **underlined and bold-faced**; and
2. Include a footer (in all pages) that indicates both the DATE and VERSION NUMBER of the resubmitted study protocol.

Please note that the cut-off date for submission of revised study protocol is on **<**Date**>.** Also, please note that resubmissions can only be accepted within 90 days from the date of this letter. Failure to respond within 90 days from the date of this letter will inactivate the application and study protocol will be archived. Subsequent submissions will be processed as initial review. Should you have any questions or clarifications regarding the abovementioned recommendations, please contact the undersigned through the MMMC-RERC Administrative Staff.

The **MMMC-RERC** looks forward to your immediate response and action.

Very truly yours,

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**<NAME OF CHAIR>**

Chairman, MMMC-RERC

Date: