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|  | **University of the Philippines Manila**  **RESEARCH ETHICS BOARD**  Room 126, National Institutes of Health, UP Manila  623 Pedro Gil Street, Ermita, 1000 Manila  *Telephone*: +63 2 8526-4346; *Email*: upmreb@post.upm.edu.ph |

< dd/mm/yyyy>

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

Principal Investigator

<Institution/Affiliation>

<Address>

|  |  |
| --- | --- |
| **Re:** | **<UPMREB Code>** |
| **<Study Protocol Title>** |

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

We wish to inform you that the **UP Manila Research Ethics Board (UPMREB) <Name of Review Panel>** reviewed your <submission> during its regular meeting on <**Date of Panel Meeting**>. Upon review, the Panel found issues requiring clarifications such as:

In this regard, the Panel requests for a clarificatory interview with you during the next Panel meeting on <Date of Next Full Board meeting>from <requested time> at the <venue>. Alternatively, we could arrange a teleconference meeting within the UPMREB <Review Panel> Meeting time if you will not be able to appear in person. Kindly provide a number where you can be reached by telephone.

Should you have any questions or clarifications regarding the abovementioned recommendations, please contact the undersigned through the **UPMREB <Name of Review Panel> Review Panel** Secretariat at (02) 8526 4346 or upmreb@post.upm.edu.ph.

The **UPMREB** <Name of Review Panel> **Review Panel** looks forward to your immediate response and action.

Very truly yours,

**<NAME OF REVIEW PANEL CHAIR>**

Chair, UPMREB <Name of Review Panel> Panel