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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 remind you that the <progress/final> report for the study protocol **<Study Protocol Title> <UPMREB Code>** is due on/had been due since < every six months from date of approval >. Based on the records of the **UP Manila Research Ethics Board (UPMREB) <Review Panel>**, there had been no communication regarding the progress of this study, which is still in our active file and has an active ethical clearance. If the study had been concluded or terminated, kindly fill out a final report form [UPMREB FORM 3(C)2012]; or if still ongoing, a continuing review form [UPMREB FORM 3(B)2012]. Study protocol non-compliance (deviation/violation) should also be reported, whether minor or major, at the soonest possible time up to six (6) months after the event, using the applicable form [UPMREB FORM 3(D) Study Protocol Non-Compliance (Deviation/Violation) Report. Forms may be downloaded from the UPMREB website: reb.upm.edu.ph.

Kindly submit the relevant report/form **within thirty (30) days prior to the expiration of the ethical clearance to cover the period from date of approval to 30 days before expiration**. 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 abovementioned recommendations, please contact the undersigned through the **UPMREB <Review Panel>** Secretariat at (02) 8526 4346 or upmreb@post.upm.edu.ph.

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

This is a UPMREB secretariat-generated notification and does not need a signatory.

Thank you.