

# ERC Form 6F: Notification Letter Request For Information Template



<mm/dd/yyyy>

<NAME OF PI>

Principal Investigator

<Institution/Affiliation>

**Re: <Study Protocol Title><Study Protocol Code>**

Dear <TITLE OF PI><SURNAME>:

We wish to inform you that the **RIHS ERC** acknowledged receipt of <Continuing Review Application/Final Report/Study Protocol Non-Compliance Record/SAE Report/Site Visit Report> dated <date of document>.

Upon review of <RIHS ERC FORM 4(B): Continuing Review Application Form/RIHS ERC FORM 4(C): Final Report Form/RIHS ERC FORM 4(D): Study Protocol Non-Compliance Record/RIHS ERC FORM 4(G): Serious Adverse Event Report Form/RIHS ERC FORM 4(F): Site Visit Report Form> and <submitted document/s>, Panel action is < **REQUEST INFORMATION/RECOMMENDATION FOR FURTHER ACTION/FORWARD TO AE SUBCOMMITTEE**>. Recommended revisions and/or clarifications are summarized below:

1.

Please note that the cut-off date for submission is on<cut-off date>. Should you have any questions or clarifications regarding the abovementioned recommendations, please contact the undersigned through the **RIHS ERC<Name of Review Panel>Secretariat** at (02) 7161843 local 358 or email us at [ethicsreviewcommittee@uerm.edu.ph](mailto:ethicsreviewcommittee@uerm.edu.ph).

## ERC Form 6F: Notification Letter Request For Information Template

---

The **RIHS ERC** looks forward to your immediate response and action.

Very truly yours,

<NAME OF CHAIR>

Chair, RIHS ERC