<Date>

**<NAME>**

<Position and Affiliation>

<Address>

Dear <Name>

I am pleased to inform you that you have been selected as the **Non-Affiliate, Non-Scientist Regular Member** who will serve as the community representative of the **Palawan State University Research Ethics Review Committee (PSURERC)** to provide external perspective in the ethics committee review to ensure its independence**.** The primary function of the PSU Research Ethics Review Committee is to review the ethical and scientific soundness of research proposals and/or review reported adverse events and make appropriate recommendations to the researchers to ensure the safety of human participants recruited by the study.

If you accept this designation, your term of office (service) will be effective immediately from the date of signing the conforme until the termination of your appointment due to resignation, designation to a position with senior decision-making administrative authority over research-related concerns, revocation by a higher authority, other events that render you no longer qualified or capable to discharge your duties. There is no limit as to the period of your appointment. The following are your duties and responsibilities:

As a **Regular Committee Member**, you should:

1. Attend all Committee meetings.
2. Participate in the ethical review of protocols, post-approval submissions and activities, and other related reports.
3. Review protocols assigned to them and submit them within the allowable timeframe.
4. Accept and commit to other research ethics review tasks assigned to them, e.g., being a member of the Site Visit Team, mentorship, being a resource person for training and lectures, Committee representation, and designations.
5. Attend continuing ethics education and other related activities.
6. Declare any Conflict of Interest (COI) in the review of protocols.
7. Maintain confidentiality of the documents and deliberations of the Committee meetings.
8. Be oriented and comply with the PSURERC Standard Operating Procedures and the National Ethical Guidelines for Research Involving Human Participants 2022.
9. Comply with all requirements for membership in the Committee.

As a **Non-Medical/Non-Scientist Member**, you should:

1. Review and give special attention to the informed consent process and

documents to ensure that these are comprehensible by ordinary persons, are considerate of community values, uphold respect for persons, beneficence and non-maleficence, and justice.

1. Review and give special attention to the data collection instruments, e.g., survey questionnaire, interview guide, and FGD guide to ensure that these are comprehensible by ordinary persons, are considerate of community values, uphold respect for persons, beneficence and non-maleficence, and justice.
2. Make recommendations, provide advice, and guide the investigators and researchers in ensuring that the informed consent process and documents, and collection instruments are ethical.
3. Be accountable for the recommendations made for each protocol.

As compensation for your services, you will receive an honorarium that is due for every member of the PSURERC. If you agree with this appointment's terms, please sign your confirmation in the space below, date your signature, and return one copy of this letter to the PSURERC Secretariat. Also, if you have questions regarding the information outlined in this appointment letter, you may visit the PSURERC Secretariat at the address and contact details indicated above for assistance.

Thank you and best regards.

Very truly yours,

**<NAME OF PRESIDENT>**

University President

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CONFORME of Appointee

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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