**SPECIAL ORDER**

No. \_\_\_\_ Series of \_\_\_

To: **<NAME>**

**<**Position and Office/College>

Subject: **DESIGNATION AS REGULAR MEMBER OF PSU RESEARCH ETHICS REVIEW COMMITTEE**

Date: <Date>

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Effective immediately, you are designated as a <Scientist or Non-scientist> Regular Member of the PSU Research Ethics Review Committee for <Field/Area> cluster. As a Regular Member, 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 or SOP Revision 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.

<If a Scientist> As a **Scientist Member,** you should:

1. Review and ensure the technical and ethical soundness of the protocols (i.e., objectives, framework, ethical considerations, instrument, and informed consent process).
2. Make recommendations, provide advice, and guide the investigators and researchers in ensuring that the research is ethical.
3. Be accountable for the recommendations made for each protocol.

<If a Non-scientist> 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.

2. 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.

3. Make recommendations, provide advice, and guide the investigators and researchers in ensuring that the informed consent process and documents, and collection instruments are ethical.

4. Be accountable for the recommendations made for each protocol.

You shall be entitled to the benefits and other privileges (as applicable) appendant to her designation, under the existing University rules and regulations in the form of honoraria.

This designation is effective from <Date> until its termination due to resignation, official long-term leave, scholarship, designation to a position with senior decision-making administrative authority over research-related concerns, revocation by a higher authority, other disqualifications and events that render you no longer qualified or capable to discharge your duties. Any existing/issued Memorandum/Order inconsistent herewith is with this revoked.

For information and guidance of all concerned.

**<NAME OF PRESIDENT>**

University President Conforme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cc: All VPs

Dean, <College>

HRMO

PSURERC