<Date>

**<NAME>**

<Position and Affiliation>

<Address>

Dear <Name>

I am pleased to inform you that you have been selected as an **Independent Consultant** for **Palawan State University Research Ethics Review Committee (PSURERC)** to provide expertise that will shed light on significant concerns regarding the ethical review of protocols**.** 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, revocation by a higher authority, and 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 an* ***Independent Consultant*** *you should:*

1. Review protocols assigned to you and submit them within the allowable timeframe.
2. Review protocols with a focus on risks of research/procedures, risk mitigation, enhancing benefits, and any updates about the research topic.
3. Attend Committee meetings when invited for clarifications and further consultation, particularly for protocols deliberated for the full board. Your presence is significant although you have no voting power since you are not considered an RERC member.
4. Declare any Conflict of Interest (COI) in the review of protocols.
5. Maintain confidentiality of the documents and deliberations of the Committee meetings.
6. Be oriented and comply with the PSURERC Standard Operating Procedures and the National Ethical Guidelines for Research Involving Human Participants 2022.
7. Receive an honorarium for your services.

As compensation for your services, you will receive an honorarium that is due for your services as an independent consultant. 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONFORME of Appointee

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

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