**SPECIAL ORDER**

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

To: **<NAME>**

**<**Position and Office/College>

Subject: **DESIGNATION AS AN INDEPENDENT CONSULTANT OF**

**PSU RESEARCH ETHICS REVIEW COMMITTEE**

Date: <Date>

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Effective immediately, you are designated as an **Independent Consultant** of the PSU Research Ethics Review Committee for <Field/Area>. As an Independent Consultant, 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.

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, revocation by a higher authority, and 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

PSU RERC