**SPECIAL ORDER**

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

To: **<NAME>**

**<**Position and Office/College>

Subject: **DESIGNATION AS <POSITION> OF PSU RESEARCH ETHICS REVIEW COMMITTEE**

Date: <Date>

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

Effective immediately, you are designated as a <Position> of the PSU Research Ethics Review Committee. *In addition to your primary duties and responsibilities as a committee regular member, your duties and responsibilities as <Position> are the following:*

<If Chair>

1. Oversee the overall operations of the RERC.
2. Coordinate with PHREB, other external institutions, and internal

offices for administrative and research ethics concerns.

1. Set the meeting agenda and preside in regular and special committee meetings.
2. Conduct a preliminary review of all protocols and decide on the type of review needed or if the protocols are qualified for exemption.
3. Assign primary reviewers and independent consultants (if applicable) for specific research protocols for initial and/or continuing review.
4. Ensure an appropriate and timely decision/action on a protocol.
5. Finalize the recommendations and approval of the protocols reviewed by the committee.
6. Conduct initial reviews of all protocols.
7. Ensure all RERC members undergo appropriate orientation and continuing training in research ethics, concepts, and guidelines.
8. Prepare and submit annual reports to PHREB.

*<If Vice-Chair>*

1. Act as Chair in the absence of the latter.
2. Act as Secretary in the absence of the latter.
3. Conduct a preliminary review of some protocols assigned by the Chair and decide on the type of review needed or if the protocols are qualified for exemption.
4. Conduct an initial, continuing, and/or post-approval review of protocols assigned to them.

*<If Secretary>*

1. Acts as the head of the secretariat; thus, supervises all the activities of the secretariat staff.
2. Manage submissions of applications for ethics review from study proponents.
3. Record and summarize deliberations and decisions of the committee in consultation with the Chair.
4. Supervise the management of all committee documents.
5. Prepare the meeting agenda and minutes in consultation with the Chair.
6. Act as Chair in the absence of the latter and the Vice-chair.
7. Assist the Chair in coordinating with PHREB, other external institutions, and internal offices for administrative and research ethics concerns.
8. Conduct a preliminary review of some protocols assigned by the Chair and decide on the type of review needed or if the protocols are qualified for exemption.
9. Conduct an initial, continuing, and/or post-approval review of protocols assigned to them.

You shall be entitled to the benefits and other privileges (as applicable) appendant to your 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

PSU RERC