# <NAME OF PANEL MEMBER>

PSURERC Committee Member

# Re: <STUDY PROTOCOL TITLE> <PSURERC CODE>

Dear **<TITLE OF SITE VISIT TEAM MEMBER> <SURNAME>**:

Please be informed that you have been selected as one of the PSURERC Site Visit Team members responsible for verifying compliance with the study site with PSURERC-approved protocol and related documents, such as the contents of the informed consent form. This site visit is being organized because of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As a PSURERC Site Visit Team member, your responsibilities include the following:

1. Review the study protocol and the ICF (note: make sure that the site is using the most recent version)
2. Review the post-approval documents (note: make sure that the site is using the most recent version)
3. Ask the PI or staff to explain the informed consent process
4. Ensure security, privacy, and confidentiality of the documents at the study site
5. Discuss the findings with the research team
6. Solicit feedback from the study site

The details of the Site Visit are as follows:

|  |  |
| --- | --- |
| **Study Site** |  |
| **Address** |  |
| **Date** | <dd/mm/yyyy> |
| **Time** | <hh:mm> |

To facilitate the intended site visit, please signify your confirmation by signing in the space provided below and submitting a signed copy of this letter to the PSURERC Secretariat. Also, if you have any questions regarding the information outlined in this notification, you may visit or email the PSURERC Secretariat.

Thank you and best regards. Very truly yours,

<Name and Signature> Chair, RERC

<Name and Signature > CONFORME of Member

DATE SIGNED: <dd/mm/yyyy>