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| C:\Users\Admin\Desktop\LOGO SEAL.png | C:\Users\Admin\Desktop\CIM CVGH.png | C:\Users\Admin\Desktop\cebu velez 07222011_20110721214530_10.JPG | **LETTER OF** **APPOINTMENT IRB MEMBER** |
| **I INSTITUTIONAL REVIEW BOARD****79 F. RAMOS ST., CEBU CITY****Tel. 253-7413 Fax. (63-32) 253-9127** |  | **FORM 1.1** |

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have the honor to appoint you as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the (CIM – CVGH) IRB for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years, effective \_**MM-DD-YYYY**\_until **MM-DD-YYYY** . As a member, you will have the following duties and responsibilities:

* Duties
	+ Willingness to make public his/her full name, profession, and affiliation as an IRB member
	+ Members shall disclose all financial accountability related to their work in the IRB that may record and publicly disclose its financial records upon request
	+ Members shall sign the Confidentiality and Conflict of Interest Agreements. The agreement should cover all applications, meeting deliberations, information on research participants and related matters.
* Responsibilities:
	+ Participate in CIM-CVGH IRB meetings
	+ Review, discuss and consider research proposals submitted for evaluation.
	+ Review progress reports and monitor ongoing studies as appropriate
	+ Evaluate final reports.
	+ Maintain confidentiality of the documents and deliberations during IRB meetings
	+ Participate in continuing education activities in health research and ethics
	+ Declare any conflict of interest.
	+ Update CV and training record every time appointment is renewed
	+ Conform at all times with the legal and ethical principles accepted by the IRB
	+ Attend basic and continuing education on Research Ethics at least once a year.
	+ Perform other tasks requested by the IRB Chair.
	+ For medical Member; Perform ethical review of protocols submitted for review, including reviewing the ICF of the same
	+ For non-medical Member; Perform ethical review of ICF submitted for review.
	+ For members assigned as SAE reviewer; Assess serious adverse event reports for onsite and do trending of offsite SAE and SUSARS and recommend appropriate action if assigned by the Chair.
	+ For member secretary; To oversee and supervise the staff secretary;

If you agree with the terms of this appointment, please sign on the space provided below, date your signature and return one copy of this letter to the (CIM – CV GH) IRB Secretariat. Sign, date and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest agreement.

Very truly yours,

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

Dean

Conforme: Signature over printed name, Date

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	+ Evaluate final reports.
	+ Maintain confidentiality of the documents and deliberations during IRB meetings
	+ Participate in continuing education activities in health research and ethics
	+ Declare any conflict of interest.
	+ Update CV and training record every time appointment is renewed
	+ Conform at all times with the legal and ethical principles accepted by the IRB
	+ Attend basic and continuing education on Research Ethics at least once a year.
	+ Perform other tasks requested by the IRB Chair.
	+ For non-medical Member; Perform ethics review of the ICF of protocols submitted for review

If you agree with the terms of this appointment, please sign on the space provided below, date your signature and return one copy of this letter to the (CIM – CV GH) IRB Secretariat. Sign, date and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest agreement.

Very truly yours,

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Dean

Conforme: Signature over printed name, Date