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| **I INSTITUTIONAL REVIEW BOARD**  **79 F. RAMOS ST., CEBU CITY**  **Tel. 253-7413 Fax. (63-32) 253-9127** | |  |

**NOTIFICATION LETTER TEMPLATE**

**FORM 3.0**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NOTIFICATION LETTER**  (for initial and continuing review)  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| To: | | | | | |
| Name of PI **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| Contact No.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| Protocol Title**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| Version No. and Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| ICF Version No. and Date \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| IRB REF. No. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| Sponsor Protocol No**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| Type of Submission | | * Initial Review | | * Resubmission | |
|  | | * Amendment | | * Progress Report | |
|  | | * Final Report | | * Others | |
| **This is to inform you of the IRB decision related to your above referenced documents submitted.** | | | | | |
| Type of Review | | | IRB Decision | | |
| * Expedited * Full board * Exempt   Date of Review: \_\_\_\_\_\_\_\_\_\_ | | | * Approved * Minor revisions required * Major revisions required * More information required * Others | | |
|  | | |  | | |
| **ITEMS FOR REVISION** | | **REVISIONS/INFORMATION REQURIED FROM THE PRINCIPAL INVESTIGATOR** | | | |
| Protocol | |  | | | |
| Informed Consent | |  | | | |
| Others | |  | | | |
| **Please submit the revised documents within 30 days from receipt of this notice.** | | | | | |
|  | | | | |  |
| Name and Signature | | | | | Date |
| IRB Chair | | | | |  |