



NKTIREC FORM 4.7 REMINDER LETTER FOR CONTINUING REVIEW OR FINAL REPORT

<dd/mm/yyyy>

<TITLE, NAME, SURNAME OF PI>

Principal Investigator

<Institution/Affiliation>

<Address>

Re: <NKTIREC Code>

<Study Protocol Title>

Dear <TITLE OF PI> <SURNAME>:

We wish to remind you that the <progress/final> report for the study protocol <Study Protocol Title> <NKTIREC Code> is due on/had been due since <every six months from date of approval>. <Based on the records of the **NKTI Research Ethics Committee**, there had been no communication regarding the progress of this study, which is still in our active file and has an active ethical clearance. Please be reminded that data collection can only continue with active ethical clearance>.

If the study had been concluded, kindly fill out a final report form [**NKTIREC FORM 4.4: FINAL REPORT**]; if terminated, fill out [**NKTIREC FORM 4.6: EARLY STUDY TERMINATION**] or if still ongoing, a continuing review form [**NKTIREC FORM 4.3 CONTINUING REVIEW REPORT**] should be submitted along with appropriate documents. Study protocol non-compliance (deviation/violation) should also be reported, whether minor or major, at the soonest possible time, using the form [**NKTIREC FORM 4.5 PROTOCOL NON-COMPLIANCE/VIOLATION/DEVIATION SUMMARY REPORT**].

Kindly submit <# of copies> of the relevant report/form within thirty (30) days upon receipt of this letter. If no submission is received within the indicated grace period, the committee will be constrained to implement standard procedures for non-compliance with reportorial requirements. This may result in a recommendation for withdrawal of ethical clearance; and the study file subsequently inactivated and archived.

Should you have any questions or clarifications regarding the above-mentioned recommendations, please contact the **NKTI Research Ethics** Secretariat at (02) 8981-0300 local 2158 or nktiresearchethics@gmail.com

Thank you.

Sincerely yours,

<Name of REC Chair>

NKTI REC Chair