



**APPOINTMENT LETTER OF INDEPENDENT CONSULTANT**

Date:

CONCERNED PERSON:

POSITION:

DEPARTMENT:

Dear \_\_\_\_\_,

The Chinese General Hospital and Medical Center Research Ethics Review Board (CGHMC RERB) is inviting you to be an Independent Consultant, in your capacity as a (EXPERTISE), to provide expert review of study protocols which require scientific or medical expertise not represented in the current composition of the board or those which board has ascertained to require additional expert review. CGHMC RERB is an independent body created by the CGHMC Committee on Research under the Department of Medical Education and Research (DMER) for the purpose of promoting ethical and quality research among the hospital staff and trainees. The main responsibility of the CGHMC RERB is to safeguard the rights, safety, and well-being of human participants involved in health-related research within applicable laws and regulations and to provide public assurance of that protection.

The responsibilities of an Independent Consultant are as follows:

1. Review, discuss, and evaluate research proposals assigned and accomplished study assessment forms
2. Maintain confidentiality of the documents and deliberations of RERB meetings
3. Declare any conflict of interest

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 CGHMC RERB secretariat. Kindly sign, date, and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest Agreement.

Sincerely yours,

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Chair, Research Ethics Review Board

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Chair, Department of Medical Education and Research  
CGHMC

Conforme:

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(Print name & sign)

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Date