



中華崇仁總醫院暨醫學中心  
CHINESE GENERAL HOSPITAL  
AND MEDICAL CENTER  
EXCEPTIONAL CARE WITHIN REACH



Department of Medical Education and Research  
RESEARCH ETHICS REVIEW BOARD (RERB)  
Contact#: 8711-4141 local 418 and 481  
Email Address: cghmc.irb@gmail.com

## REMINDER LETTER FOR CONTINUING REVIEW

DATE:

**Date**

Principal Investigator

Affiliation

RE: PROTOCOL CODE/ PROTOCOL TITLE

Dear Dr. ,

We wish to remind you that the RERB approval for the study protocol <Study Protocol Title> with <RERB Code> will expire on <expiration date of approval >. Based on the records of the CGHMC RERB, there had been no communication regarding the progress of this study, which is still in our active file. If the study had been concluded or terminated, kindly fill out a final report form; or if still ongoing, a continuing review form.

Kindly submit the relevant report/form within thirty (30) days of receiving 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 abovementioned recommendations, please contact the undersigned through the CGHMC RERB Secretariat at (02) 711-4141 local 418.

The CGHMC RERB looks forward to your immediate response and action.

Thank you.

Very truly yours,

<NAME OF CHAIR>

Chair, CGHMC RERB