



De La Salle Medical and Health Sciences Institute
Dasmariñas, Cavite 4114

INDEPENDENT ETHICS COMMITTEE

Cavite (046) 481-8000/ Manila (02) 988-3100 Local 8042

DLSMHSI-IEC Form 1A4/V2/2019
Standard Operating Procedures
Effective Date: November 2019

LETTER OF APPOINTMENT OF DLSMHSI-IEC LAY MEMBER

Dear

I have the honor to appoint you as a Lay Member of the De La Salle Medical and Health Sciences Institute – Independent Ethics Committee (DLSMHSI-IEC) for a Period of three (3) years, effective _____ until _____. As a member, you will have the following roles and responsibilities:

- Participate in IEC meetings.
- Review, discuss and consider the ethical merits of the informed consent form and process of research proposals/protocols submitted for evaluation.
- Review progress reports and monitor ongoing studies as appropriate.
- Evaluate final reports.
- Maintain confidentiality of the documents and deliberations during IEC meetings.
- Declare any conflict of interest.
- Participate in continuing education activities in health research and ethics.

If you agree with the terms of this appointment, please sign on the space provided below, dated your signature, and return one copy of this letter to the DLSMHSI-IEC Secretariat. Sign, date and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest Agreement.

Respectfully yours,

Vice Chancellor for Research Division

Conforme:

(Signature over Printed Name/Date)

Member, DLSMHSI-Independent Ethics Committee