<dd/mm/yyyy>

**<TITLE, NAME, SURNAME OF PI>**

Principal Investigator

<Institution/Affiliation>

<Address>

**Re: <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> <IRB Code>** is due on/had been due since < every six months from date of approval >. Based on the records of the **PELI-IRB**, there had been no communication regarding the progress of this study, which is still in our active file and has an active ethical clearance. If the study had been concluded or terminated, kindly fill out a final report form [PELI IRB SOP Form 3.4]; or if still ongoing, a continuing review form [PELI IRB SOP Form 3.12].

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 PELI IRB Secretariat at (02) 8890-0115 LOC 113 or irb@peregrineeye.com

The **PELI-IRB** looks forward to your immediate response and action.

Thank you.

Very truly yours,

Chair, PELI-IRB