

**APPOINTMENT OF REB OFFICER TEMPLATE**



Date

**NAME**

Department and Position

Institutional Affiliation

Subject: Appointment as Chair/Vice Chair/Member Secretary

Dear **Name**:

You are hereby appointed as Chair/Vice Chair/Member Secretary of the **CARAGA STATE UNIVERSITY - RESEARCH ETHICS BOARD** effective (from) to (to). As Chair/Vice Chair/Member Secretary, your responsibilities are as follows:

(As Chair)

Over and above duties as a Member, the Chair shall have the following responsibilities:

1. Represent the REB in internal and external meetings and conferences.
2. Preside over REB Meeting.
3. Oversee review of protocols.
4. Assign Primary Reviewers of protocols based on expertise and experience.
5. Supervise development and revisions of SOPs.
6. Prepare and submit annual budget of the REB.
7. Prepare and submit annual report of the REB to the office of the Institutional Authority and to PHREB.
8. Ensure initial and continuing research ethics trainings of members and staff.

(As Vice Chair)

Over and above duties as a Member, the Vice Chair shall have the following responsibilities:

1. Perform duties of Chair in his/her absence.
2. Perform tasks assigned by Chair Participate in the review of research proposals and other related reports when requested.

(As Secretary)

Over and above duties as a Member, the Member Secretary shall have the following responsibilities:

1. Supervise the administrative Staff in the daily operations of the REB.
  - a. Receipt of protocol documents
  - b. Preparation of protocol files and folders
  - c. Preparation of draft of communications
  - d. Preparation of draft Agenda and Minutes
  - e. Updating of records
2. Assist the Chair in assigning Primary Reviewers.
3. Assist the Chair in the preparation of the Agenda, Annual Report, and budget.

We look forward to partnering with you in ensuring that all health researches conform to local, national, and international ethical principles and standards towards respect for the rights, well-being and dignity of persons.

Thank you for accepting the invitation to be the Chair/Vice Chair/Member Secretary of the **CARAGA STATE UNIVERSITY - RESEARCH ETHICS BOARD**. Kindly signify your acceptance by signing the conforme below.

Very truly yours,

**INSTITUTIONAL AUTHORITY**

Conforme:

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Name and signature of Appointee