Dear college/departmental RERC member

Please find attached a name of college application for review. All the supporting documents are embedded in the application form. The reviewer evaluation report form is attached and should be submitted to me by a week from the date of sending the request.

Principal reviewer: Name of Lead reviewer

Reviewer 2: Name of second reviewer

Reviewer 3: Name of third reviewer

Expectations from the reviewers:

1) Review the application and complete the reviewer template

2) Submit the form by date correlating to paragraph 1 above

3) The application feedback will be ratified in the next URERC meeting. If the risk level is medium and above, a brief overview/feedback of this application will be given in the next meeting of College RERC meeting of [date of the next meeting].

4) The principal reviewer (as mentioned above) will provide a brief overview of the application and present his/her review (5 minutes) as well as her recommendation (approved, referred back, disapproved)

5) Reviewer 2 will only reflect on new areas or disagreements and present his/her recommendation

6) Reviewer 3 will only reflect on new areas or disagreements and present his/her recommendation

7) The college RERC makes a final decision.

According to the SOP for research ethics risk assessment, the outcome of an expedited review should be communicated to the applicants within 7 days. It is therefore imperative to receive the reviewer form by the day and date mentioned above.

The code of conduct for research ethics review committees stipulates that a member of an ERC ought to “Execute assigned duties diligently, honestly, in a timely manner and to the full benefit of the applicants (researchers), participants and other research related stakeholders.”

To meet this obligation, please inform the college/departmental RERC chairperson and administrator if you cannot make the deadline immediate on receipt of this email, so that another reviewer can be allocated.