**NOTIFICATION LETTER TO ARCHIVING**

|  |
| --- |
| **DATE:** Click or tap to enter a date. |

**Dear NAME OF PRINCIPAL INVESTIGATOR:**

We wish to inform you that the FNRI Institutional Ethics Review Committee (FIERC) updated protocol database and the notification letter was sent last **(Date)**. As stipulated in FIERC SOP No. 24 Archiving “Studies of researchers who have not resubmitted their proposals within 3 months after receiving the Notification Letter shall be reconsidered as Inactive”.

Upon updating our database and protocol file folders, your submitted protocol entitled:

**“(Protocol Title)”** is reclassified as **INACTIVE** and ethical clearance automatically **EXPIRED** effective **(Date)**

Should you wish to resubmit your proposal, FIERC will accept the proposal as new submission and reconsider for initial review.

Thank you very much

Respectfully yours,

**Click or tap here to enter text.**

**FIERC Chair**

Click or tap to enter a date.