**NOTIFICATION LETTER TO ARCHIVING**

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| **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.