**QUERY AND COMPLAINTS REPORT FORM**

|  |  |
| --- | --- |
| **FIERC PROTOCOL CODE** |  |
| **PROTOCOL TITLE** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **PRINCIPAL INVESTIGATOR** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **NATURE OF COMMUNICATION** | [ ] Study-protocol related[ ] Non-study-protocol related |

|  |  |  |  |
| --- | --- | --- | --- |
| **RECEIVED BY** | **Click or tap here to enter text.**  | **DATE RECEIVED** | **Click or tap to enter a date.** |

|  |  |  |
| --- | --- | --- |
| **COMMUNICATION DELIVERED / SENT THROUGH:** | [ ] Telephone | NUMBER: Click or tap here to enter text. |
| [ ] Fax | NUMBER: Click or tap here to enter text. |
| [ ] Mailed Letter | DATE: Click or tap to enter a date. |
| [ ] E-mail | DATE: Click or tap to enter a date. |
| [ ] Walk-in | DATE: Click or tap to enter a date. |
| [ ] Others : | Specify: Click or tap here to enter text. |

|  |  |
| --- | --- |
| **PERSON SENDING THE COMMUNICATION** | TITLE, NAME, SURNAMEADDRESSTELEPHONE NO.MOBILE NO. EMAIL |

|  |  |
| --- | --- |
| **TITLE OF THE PARTICIPATING STUDY:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **STARTING DATE OF PARTICIPATION:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **TYPE OF CONCERN** | **1. QUERY** Click or tap here to enter text. |
| **2. COMPLAINT** Click or tap here to enter text. |
| **3. OTHERS (SPECIFY)** Click or tap here to enter text. |

 ***FOR FIERC USE ONLY***

|  |  |
| --- | --- |
| **RECOMMENDATONS BY FIERC CHAIR** | [ ] For Full Review[ ] For Expedited Review at the Level of the Chair[ ] Others, specify: Click or tap here to enter text. |

|  |  |
| --- | --- |
| **ACTION TAKEN:** | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **FIERC DECISION** | [ ] No further action[ ] Request additional information /  clarification from Principal Investigator[ ] Recommended further action, specify:  Click or tap here to enter text. | **FULL BOARD MEETING DATE:**Click or tap to enter a date. |

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

**FIERC CHAIR (Signature over Printed Name)**

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