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*Please include your name*

*and contact information here.*

[Date]

To the members of the Research Ethics Committee:

*Please include any additional comments you would like to make here.*

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| **Committee Comments** | **Response** |
| *Please paste the original comments from the committee in this column, using one box for each separate comment.* | *Please outline how you have responded to each of the committee’s comments in this column, including a description of how you have updated any documents.* |
| **Example Issue 1 IDENTITY & EXPERIENCE OF (CO) RESEARCHERS** – *issue text to be added here.* | *An edit has been made to Section 1 IDENTITY & EXPERIENCE OF (CO) RESEARCHERS on the online form available from OREMS to reflect this text.* |
| Example issue 2 **STUDY AIMS/OBJECTIVES –** *issue text to be added here.* | *An edit has been made to Section 2 STUDY AIMS/OBJECTIVES on the online form available from OREMS to reflect this text.* |
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