


Number	NTNU-Form-16/01.0
Date	2015.01.01
Page	1 of 2

	<b>National Taiwan Normal University Ethics Review Committee</b>
	<b>Suggestions/Complaints Record Sheet</b>

<b>Case Officer/Date</b>	
<b>Suggestion/Complaint Channel</b>	<input type="checkbox"/> Written document <input type="checkbox"/> Oral <input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Other (please specify):
<b>Name of person making suggestion/filing complaint</b>	
<b>Identity of person making suggestion/filing complaint</b>	<input type="checkbox"/> Research participant <input type="checkbox"/> Researcher (please specify title in the project): <input type="checkbox"/> Other (please specify):
<b>Mailing address</b>	
<b>Contact number</b>	
<b>Project number of complaint</b>	
<b>Project name of complaint</b>	
<b>Date of participation in research (Not required for non-participants/researchers)</b>	
<b>Content of suggestion/complaint</b>	
<b>Action taken by the Committee</b>	<input type="checkbox"/> Provided assistance <input type="checkbox"/> Coordinated with related units to provide clarification and explanations <input type="checkbox"/> Provided an explanation in response <input type="checkbox"/> Required further action
<b>Result</b>	<input type="checkbox"/> Problem solved

Number	NTNU-Form-16/01.0
Date	2015.01.01
Page	2 of 2

	<input type="checkbox"/> Achieved the purpose of complaint <input type="checkbox"/> The person who filed the complaint understands and has accepted the explanation <input type="checkbox"/> Did not accept the course of action that was decided upon <input type="checkbox"/> Transferred to committee member _____ to conduct an investigation.		
<b>Signature of case officer</b>		Date	_____/_____/_____ (YYYY/MM/DD)