Covering letter for RPAC Submission

**To,**

**The Member Secretary,**

**Research Project Advisory Committee (RPAC),**

**HIMSR, New Delhi**

Subject: Request for **Review** of Research Proposal

Respected Sir/Madam,

I, ………., (designation) at Department of …….., wish to submit my research proposal titled “……………….” for **Review** by the **Research Project Advisory Committee (RPAC)** of HIMSR.

The study will be conducted at ……….. (mention study site) and involves the collection of (mention samples).The procedure ***dose/does not*** involve the collection of any additional samples beyond routine collection.

Enclosed with this application are the following documents for your kind perusal:

1. Study Protocol

2. Participant information sheet and informed consent form (English & Hindi)

3. Case Report Form / Questionnaire

4. Check List for Protocol Submission

5. Copy of approval letter from other IEC (If present)

I assure you that the study will be conducted in strict adherence to ethical guidelines and with utmost regard for participant safety and confidentiality.

Thank you

PI name and designation

Sign with date

PI Email:

PI Contact No.: