Covering letter

Date

From,

PI

Designation

Lab

Rajiv Gandhi Centre for Biotechnology

Thiruvananthapuram

To,

The Chairperson

Institutional Human Ethics Committee

Rajiv Gandhi Centre for Biotechnology

Thiruvananthapuram

Sir,

Sub: Submission of Initial review/ Re-submission / Continuing review / Study completion report application reference #.

I am submitting a new/ resubmission / continuing review (amendment) proposal for review by the Human Ethics Committee titled, “XXXX” (IHEC reference number xxxx). Please include a few sentences on the major changes in this version if any, their location and justification for the same. Include any other points you may want the EC to be aware of/ consider with respect to the application.

I hope you will find the application in order and remain available for any clarifications as needed.

Yours sincerely,

Signature

Name