

Sample Submission Letter

<<Date>>

IRB Chairman
1450 S. Woodland BLVD
Suite 300A
DeLand, FL 32720
386-279-4318

RE: **New Submission** - <<*add sponsor name and protocol number*>>

Dear Chairman,

This letter is to request Liberty Institutional Review Board services in the initial and ongoing review of the above reference protocol, which I will be undertaking as the Principal Investigator.

I have received and read the protocol and all other materials provided to me by the sponsor. Additionally, I agree to abide by the terms of the study as provided to me by the sponsor, Liberty Institutional Review Board, and applicable local, state, and federal regulations. I also agree to conduct this study utilizing Good Clinical Practice Guidelines and to personally oversee the conduct of this trial.

As the Principal Investigator of this trial, I will participate in an active exchange of information with Liberty IRB, and will not make any changes to the approved informed consent document or protocol without prior approval from the board.

Thank you for your consideration.

Sincerely,

<<*Principal Investigator Name*>>

*** Note: Letter must be personally signed by the principal investigator and be printed on company letterhead*