

**IRB COVERING LETTER (SAMPLE)**

**To:               The Chairperson  
                      Institutional Review Board (IRB)  
                      NUMS**

**Subject:         Request for IRB Approval**

Dear Sir,

1.               We intend carrying out a research study/clinical trial entitled “ \_\_\_\_\_ ” at  
“ \_\_\_\_\_ ” (institution/hospital/college).
2.               Following documents are enclosed (as per IRB requirements).

a.	4 x institutional review application form	
b.	4 x Copies of informed consent form (English/Urdu)	
c.	4 x Data Collection Forms (surveys, questionnaires)	
d.	4 x Drug/Medical Device Brochure and any available safety information (if applicable)	
e.	Investigators’ curriculum vitae	
f.	Any additional document that require approval e.g., Advertisements for recruiting study subjects	
g.	Justification for expedited review (if applicable)	

3.               Approval is requested for the attached study protocol.

Date: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name