

COVER LETTER

Date: _____

To,
Chairperson, Institutional Review Board
College of Social Work (Autonomous), Nirmala Niketan
Churchgate, Mumbai – 400020

Subject: Submission of Research Proposal for Ethical Review

Dear Sir/Madam,

I am hereby submitting my research proposal for review and ethical clearance by the Institutional Review Board (IRB). The details of the application are provided below:

- Name of the Principal Investigator (PI): _____
- Phone Number: _____
- Email ID: _____
- Title of the Research Study: _____
- Name of Co-Principal Investigator(s) (if applicable): _____

I confirm that the proposal complies with institutional ethical guidelines. I also declare that data collection for this study has not commenced and will begin only after obtaining formal approval from the IRB. Please find enclosed the required documents:

Document	Attached (Yes/No)	If No, Please Specify Reason
Face Sheet		
Research Ethics Framework		
Full Research Proposal		
Study Tool(s) / Data Collection Instrument(s)		
Participant Information Sheet(s)		
Informed Consent Form(s)		
Head of Institute's Approval		
MoU (for funded/collaborative projects)		
Curriculum Vitae (PI)		

I respectfully request the IRB to review the submitted documents and grant ethical approval for the proposed study. I shall promptly address any queries or modifications suggested by the Board.

Thank you for your consideration.

Yours sincerely,

Signature of Principal Investigator

Name: _____ Designation: _____ Organisation: _____