

Date: Select the date.

Dear Dr.      ,

This email contains the IRB application materials for your review:

* Review Type:
* Investigator(s):
* Research Title:

Your review of the enclosed documents and checklists is crucial to the IRB process. Please return the completed checklists to the IRB staff within five business days.

**Please do not hesitate to contact us if:**

* You need to review additional information not included in these materials.
* You are unable to complete the review within the given timeframe.
* You have a potential conflict of interest regarding this application.

Thank you for your time and assistance.

Sincerely,

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IRB Administrative Staff Signature

IRB Administrative Staff (print):