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| **Research Governance Cover Letter** |
| **The site Principal Investigator should submit this Cover Letter, with the completed research governance/site specific assessment (SSA) application, to the site research governance officer (RGO).** |

Enter date

Dear [name of RGO],

**Re: [project short title]**

Please find attached the completed [choose an application type] application and supporting documents. This research governance application is being submitted on behalf of [name of Principal Investigator].

The associated ethics application is being reviewed by [name of reviewing ethics committee] in [state/territory].

**Associated ethics application**

HREC reference number ***or*** LNR reference number e.g. HREC/17/Abc/123

Local reference number Enter text

**Applicant**

Contact person Enter text

Position Enter text

Email Enter text

**Sponsor in Australia**

Sponsor name Enter text

Contact person Enter text

Address Enter text

Email Enter text

**Global sponsor *(if applicable)***

Sponsor name Enter text

**Invoice details**

Contact person Enter text

Organisation Enter text

Address Enter text

Email Enter text

Phone Enter text

**Relevant information for RGO**

Enter text

Yours sincerely,

[name]

[position]