Date

NSLHD Research Governance Officer

Level 13, Kolling Building

Royal North Shore Hospital

St Leonards

NSW 2065

**Study title:**

**REGIS reference number (20XX/STEXXXXX)**

Dear NSLHD Research Governance Office,

Please find attached the following documentation for Governance Review, acknowledgement and or authorisation:

* A brief summary of the amendment
* HREC approval letter listing all approved amended documents
* If applicable - Master and Site-specific Patient Information and Consent Forms - both clean and tracked versions (site-specific version should be tracked from the clean, updated master)
* Please also submit a Method of Payment Form.
* If you are submitting an amendment to an agreement please ensure you include a detailed rationale for the change.

*E.G*

|  |  |  |
| --- | --- | --- |
| Document Name | Version | Date  |
| Ethics Approval  | - | 22 October 2018 |
| Protocol | V1 | 22 November 2018 |

**Note**: Please address any study/site specific issues/points that you wish to bring to the attention of the RGO. The cover letter must be signed by the Principal Investigator.

Yours sincerely,

PI

Cc Study Investigator

Dept XXX

XXX Hospital

Tel

Email