Date

NSLHD Research Governance Office

Level 13, Kolling Building

Royal North Shore Hospital

St Leonards

NSW 2065

**Study title:**

**REGIS reference number: (20XX/STEXXXX)**

Dear NSLHD Research Governance Officer,

Please find attached the following documentation which comprises a new application for Governance Review; (*please note this is a sample template and not all documents listed may be applicable to every application*)

* SSA
* HREC approval letter listing all approved documents
* Method of Payment (MOP) form
* Protocol, Version XX, dated XX/XX/XXXX
* If applicable - Master and Site-specific Patient Information and Consent Forms
* ABC form, version XX, dated XX/XX/XXXX
* Budget
* Study Flyer, version XX, dated XX/XX/XXXX

**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