***[delete red before submitting]***

Dear Research Governance Office

**Project ID**: 12345

**Project Title**: Example cover letter to accompany Site Specific Assessment (SSA) application

We would like to submit to the above study for research governance review. Please note the following ***[delete or add any relevant information]****;*

* This is parallel submission and ethics has been submitted to the Metro North A/Metro North B HREC on dd/mm/yyyy
* The agreement is being discussed with our collaborators and will be provided to your office shortly/the draft agreement submitted with this application has been reviewed by investigators/Contracts Manager/Research Partnership Manager. The contract manager is XXX
* I am a Metro North employee however this project will contribute to my research higher degree with XXX. The University has drafted the agreement and is uploaded with this SSA application. The contract manager that drafted the agreement is XXX
* Supporting Head of Department approval has been escalated for signing and will be provided as soon as possible
* The study will be across multiple Metro North sites, XXXXX is the lead site.
* This SSA is for STARS and TPCH only; Redcliffe will be added as a site as a Post Authorisation Notification at a later date
* The HREC granted a waiver of consent for this study. The lawful permission for the disclosure of data is Section 150 of the Hospital and Health Services Board Act and the data custodian approval is provided/Public Health Act approval and the PHA Grant approval letter is provided

All pending documentation will be uploaded to ERM as soon as possible.

The following documents have been submitted for review **[list all relevant documents, version number and date]**

|  |  |  |
| --- | --- | --- |
| ***Document*** | ***Version*** | ***Date*** |
| Cover letter |  |  |
| HREA & HREC Approval letter |  |  |
| Protocol |  |  |
| Participant Information and Consent form |  |  |
|  |  |  |

Kind regards