***[delete dots points that are not relevant and update [red] before submitting]***

Dear Human Research Ethics Committee

**Project ID**: 12345

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

We would like to submit to the above project for consideration of an exemption from ethical review. **[delete the dot points that are not applicable]**:

We are seeking an exemption from HREC review for the following **quality initiative** with intent to publish the findings. We believe this project meets the exempt criteria for a quality initiative because **[state justification] [OR]**

We are seeking an exemption from HREC review for **Exempt Research** for [*e.g. a meta-analysis of published and non-identifiable data*]. We believe this project meets the exempt criteria for research because **[state justification]**

Please also note the following

* This project is not contributing towards a research higher degree **[Delete if not applicable]**
* The fee template has been completed and signed. **[Delete for Metro North Health employees]**

The following documents have been submitted for review **list all relevant documents, version number and date. Delete what is not applicable and/or add additional documents as required.**

|  |  |  |
| --- | --- | --- |
| ***Document*** | ***Version*** | ***Date*** |
| Cover letter |  |  |
| Fee template signed  |  |  |
| **Exemption request** |  |  |
| Project plan |  |  |
| Data collection tool  |  |  |
| Patient Satisfaction Questionnaires |  |  |
|  |  |  |
|  |  |  |

Kind regards