

EXAMPLE COVER LETTER FOR ANNUAL REPORT

Date

Ms. Beverly Becenti-Pigman, Chairperson
Navajo Nation Human Research Review Board
P.O. Box 1390
Window Rock, AZ 86515

RE: Annual Report for NNR-XX.XXX.

Dear Ms. Pigman,

We are submitting an **Annual Report** for NNR-XX.XXX study covering activities from *January 16, 2015 – January 16, 2016 approved study period.*

Study original approved: January 16, 2014

Expiration Date: January 16, 2016

Annual Report covering: January 16, 2015 to January 16, 2016.

Thank you in advance for your consideration of this Annual Report..

Sincerely,

John John, MD
University of Arizona
Phone:
Email:

SAMPLE Annual Report format

Principal Investigator: Dr. John Doe, MD
University of Arizona Public Health
University Drive 100
Tel: 602-111-222
Email:

Research Project Title: _____

Research Protocol Number: NNR-XX.XXX

Project Timeline: Current approved period: 1-16-2015 – 1-16-2016

PROJECT BACKGROUND:

RESEARCH GOAL AND OBJECTIVES:

IMPLEMENTATION STRATEGIES:

ANNUAL REPORT PERIOD:

1. Budget Changes
2. P.I. and Staff:
3. Time Frame Changes:
4. Activities Accomplished this Year (Detailed activities)
 - a. Data Collection activities
 - b. Dissemination activities
 - c. Study Related Activities
5. Conference Reports:
6. Publication/Manuscripts:
7. Description of Serious adverse Events:
8. Other changes Affecting the Study:
9. Study Report to Navajo Nation:

Sincerely.

Dr. John Doe, MD

EXAMPLE LETTER FOR CONTINUATION REQUEST (60 days prior to study expiration)

Date:

Ms. Beverly Becenti-Pigman, Chairperson
Navajo Nation Human Research Review Board
P.O. Box 1390
Window Rock, AZ 86515

RE: NNR-XX.XXX, Request for Continuation

Dear Ms. Pigman,

We are submitting this **Continuation Request letter for NNR-XX.XXX study** to cover ***January 16, 2016 to January 16, 2017 study period.***

Study original approved: January 16, 2014

Current Expiration Date: January 16, 2016

Continuation Request for: January 16, 2016 to January 16, 2017.

Thank you in advance for your consideration of this Continuation Request.

Sincerely,

John John, MD
University of Arizona
Phone:
Email: