

Appendix B: Cover Memo

THE Highlighted Areas on this memo are to be tailored to your submission
REMOVE THIS SENTENCE.**

MCMR-UWZ-X

Date

MEMORANDUM THRU

Chief X
Center/Branch/Directorate Director

FOR Commander, Walter Reed Army Institute of Research (ATTN: Human Subjects Protection Branch), 503 Robert Grant Avenue, Silver Spring, MD 20910

SUBJECT: Request for Submission of a Protocol/Amendment to a Protocol Involving Human Subjects, Human Biological Materials, and/or Human Data for Scientific and Ethical Review

1. Request submission for review of new/amended human subjects research protocol entitled "X" (version, date), PI, institution affiliation.
2. The submission checklist has been verified by the Principal Investigator (PI) and Center/Branch/Directorate Director. Please process for scientific and ethical review, as appropriate.
3. The primary objectives/the key changes to the protocol are:
4. The following documents are attached:
 - a. Completed Submission Checklist
 - b. Protocol (version X, dated X)
 - c. Informed Consent Document (version X, dated X)
 - d. Case Report Forms (version x, dated X)
 - e. CVs for:
 - f. HSP Training certificates for:
 - g. ETC
5. As the PI/WRAIR POC, I will carry out the study as outlined in the attached proposal.
6. The point of contact for this action is undersigned at telephone number XXXX, Email XXX.

SIGNATORY
RANK
ROLE

Center/Branch/Directorate Director Approval

This study is:

- Scientifically feasible and valid,
- Militarily relevant, and
- Appropriately resourced (funding, personnel, equipment, etc.)

SIGNATORY

RANK

Center/Branch/Directorate Director