

FCMR-UWZ (1200B)

SUBJECT: WRAIR Policy #24, Submission Requirements for Human Subjects, their Information or Biospecimens

Appendix A: Cover Memo

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

FCMR-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, Samples, and/or 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 of this protocol are to/the key changes to the protocol are...(fill in as appropriate)
4. These activities will be/are funded through: fill in as appropriate
5. The following documents are attached:
 - a. Completed Submission Checklist
 - b. Protocol (Version X, dated X)
 - c. Informed Consent Document (Version X, dated X)
 - d. Subject/Data Collection Forms (Version x, dated X)
 - e. CVs for: (list individuals, and their affiliations)
 - f. HSP Training certificates for: (list individuals, and their affiliations)
 - g. etcetera

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6. As the **PI/WRAIR POC**, I will carry out the study as outlined in the attached proposal.

7. The point of contact for this action is undersigned at telephone number **XXXX**, Email **XXXX**.

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