

**SAMPLE TEMPLATE: "COVERING LETTER"for IEC (For Faculty)**

To,  
The Chairman,  
Institutional Ethics Committee  
BHDC and ACMS  
Delhi Cantt.

**Subject** : Submission of Project Proposal.

Sir,

1 I -----**NAME**-----, -----**DESIGNATION AND DEPARTMENT** ----- of Army  
College of Medical Sciences & Base Hospital, Delhi Cantt. , am submitting my project proposal  
entitled "-----**in BOLD letters**-----".

2. It is requested that the necessary approval and clearance of the project proposal by the  
Institutional Ethics Committee may kindly be granted.

Thanking You.  
Yours sincerely,

Sign. -----  
Name  
Designation & Dept.

Dated:

**SAMPLE TEMPLATE FOR ENCLOSURES SUBMISSION (FACULTY) TO**

**ETHICS COMMITTEE BHDC & ACMS**

**ENCLOSURES**

<b>Srl. no.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
i)	Covering Letter	1
ii)	Protocol Submission Sheet with Signatures	2
iii)	Project Proposal	3
iv)	References	5
v)	Annexure 1- Consent Form	6
vi)	Annexure 2 –Questionnaire/ Proforma	7

