Date

*Insert name and address of*

*NIH Grants Management Specialist*

*Ref: Insert grant number (if known) and title of the proposal*

Dear s*alutation and name*:

The following individuals are identified as the key personnel responsible for the design and conduct of the research being conducted under the grant referenced above.

List the key personnel here

This letter certifies that these individuals have completed the required education in the protection of human research subjects. Documentation of the education completed by each individual is itemized on the attached pages.

Sincerely,

Insert name and title of the project director

Signature required

Steven A. Martin

Associate Vice President for Research Administration

Attachments