

IMPORTANT: Covering Letter to MREC

All Applications to MREC needs to be accompanied with a covering letter addressed to the Chairperson of MREC. This is a formal signed cover letter from the Principal Investigator to the MREC Chairperson. **Please ensure that the list of documents stated in the covering letter is complete and accurate as this information will be stated in MREC approval letters. Please ensure the following details are also stated in the covering letter:**

NEW APPLICATION (HAVE YET TO RECEIVE INITIAL APPROVAL BY MREC)	POST APPROVAL APPLICATION
<ul style="list-style-type: none"> - State the investigators with their roles as well as the sites involved. - If this application is based on a student's project, please state the name of the programme (eg. Masters in Medical Science) and the institute the student is affiliated to. - State the study design in brief. (eg: retrospective/ prospective study/ clinical trial, involving interviews/ questionnaires/ archived samples/data collection from medical records/ blood collection) - State the targeted number of subjects/ respondents in Malaysia - State the duration of the trial. - State reasons if any waiver for consent is requested. - List the documents to be reviewed by MREC (complete with version number and version date). - Signed by the corresponding PI or site PI. - CC list, relevant if you wish for the MREC decision letter to be addressed to other site PIs. 	<p><u>Amendment Application:</u></p> <ul style="list-style-type: none"> - State purpose & type of amendment. - List the documents to be reviewed by MREC (complete with version number and version date) - Signed by the corresponding PI or site PI - CC list, relevant if you wish for the MREC decision letter to be addressed to other site PIs. <p><i>NOTE: Please ensure that the amendment application form as well as the revised documents have been uploaded in the NMRR prior to submitting to MREC.</i></p>
	<p><u>Annual Renewal:</u></p> <ul style="list-style-type: none"> - State the expiry date for ethical approval (based on previous MREC initial approval/ annual renewal letters) - Signed by the corresponding PI or site PI - CC list, relevant if you wish for the MREC decision letter to be addressed to other site PIs <p><i>NOTE: Please ensure that the annual renewal is submitted via the system at least 2 months prior to the due date. In addition, the completed Continuing Review Form is required in this submission.</i></p>
	<p><u>Study Closure/ Study termination:</u></p> <ul style="list-style-type: none"> - State the expiry date for ethical approval (based on previous MREC initial approval/ annual renewal letters) - Signed by the corresponding PI or site PI - CC list, relevant if you wish for the MREC decision letter to be addressed to other site PIs <p><i>NOTE: Please ensure that the Study Final Report Form/ Study Termination Memorandum and the covering letter are submitted via the system.</i></p>