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| Form number | **Form 52.009B** | Version  | **4.0** |
| Title | **Template email to Investigator** |

Dear Investigator

R&I Ref:

Title:

The above study has been submitted for NHS GG&C R&I Management Approval. Please refer to the attached checklist which outlines the documentation that should be submitted to the R&I office depending on the nature of the research.

It is suggested that a copy of this checklist be kept in the Investigator site file.

Application forms should be saved and submitted in both pdf and xml format. Please send all other documents as a scanned electronic file to the address below. It is your responsibility to send in further documents when they become available.

****Please ensure all correspondence regarding this project includes the above R&I Reference.****

Kind regards

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