

*Date*

*Insert name and address of  
NIH Grants Management Specialist*

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

Dear *salutation 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*

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Janice C. Froehlich  
Interim Vice Chancellor for Research

Attachments