<insert date>

<Committee Name>

<Committee Address>

<Committee Address>

<Committee Address>

<Committee Address>

<Suburb/Town> WA <postcode>

Dear Committee Chair

**PRN:** <Project Registration Number>

**Project Title:** <Project Title>

**Protocol Number:**  <Protocol No>

Thank you for the review of the above project. The response to the issues raised by your committee is detailed below.

<insert response under headings below. If the headings are not relevant they can be deleted>

Research merit and integrity (aims, outcomes and conduct)

Nil Issues

Justice (recruitment, unfair burden, no exploitation, access to benefits)

Nil Issues

Beneficence (benefits & risks of harm or discomfort)

Nil Issues

Respect (privacy, confidentiality and consent)

Nil Issues

Typographical/Syntax Errors

Nil issues

I hope the above reply and the updated forms/documents addresses the issues raised.

Yours sincerely

<CPI Name>

Coordinating Principal Investigator