**\*\* Instruction: Please copy and paste the following template to a clean word document or your site letterhead. Please name the document as per the BA G12 guidelines. \*\***

[Date]

Bellberry Ltd. Human Research Ethics Committee

123 Glen Osmond Road, Eastwood, SA 5063

**Application reference:** [Reference Number]

**Study Protocol:** [Protocol Title/Number]

Dear Bellberry Chair,

The purpose of this letter is to confirm to the reviewing HREC that I, [Principal Investigator name, Site Name], hand over all responsibilities of Principal Investigator for the above reference protocol; to [New PI name, Site Name], as from the date of last signatory to this letter.

I, [New PI name], agree to conduct the above referenced research project in accordance with the [*National Statement on Ethical Conduct in Human Research (2023)*](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023) and the protocol(s). I have reviewed and will adhere to the protocol and procedures outlined and approved in the HREC application(s) for the above referenced research project. I will adhere to all relevant institutional, state and national policies, guidance and regulations that apply to the conduct of this research project.

Yours sincerely

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of **outgoing** Principal Investigator: |  | | |
| Outgoing PI’s Name (Print): |  | Date: |  |
| Outgoing PI’s Site Name |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of **incoming** Principal Investigator: |  | | |
| Incoming PI’s Name (Print): |  | Date: |  |
| Incoming PI’s Site Name: |  | | |