**\*\* 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, [Coordinating PI name, Site Name] hand over all Coordinating Principal Investigator responsibilities of the above referenced protocol to [New Coordinating PI name, Site Name], as from the date of last signatory to this letter.

I [New CPI name]:

* Take on the overall coordinating responsibility for the research project and submitting the project study documents for scientific and ethical review as delegated.
* Will be responsible for the ongoing communication with the reviewing HREC and passing on information from the HREC to the sponsor and the PI at each site for which I am delegated conducting the research under the Bellberry HREC review.
* Maintain my responsibility as the PI at [New PI Site Name].

Yours sincerely

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

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