*Write on department letterhead*

[Insert date letter is written.]

Office of Sponsored Projects

Yale University

25 Science Park-150 Munson Street

P.O. Box 208327

New Haven, CT 06520-8327

**RE: [Insert title of the research study]**

**IRES#: [Insert IRES number here]**

This letter is to certify that the work to be done on the above referenced project, described below, will not involve human subjects until the IRB has granted approval of the human subject protocol.

The work to be performed prior to IRB approval is described as follows: [*insert an appropriate and detailed description*].

We are planning on submitting/have submitted the IRB protocol (IRB number) on [insert date] and it should be approved by [insert date]

Sincerely,

[Insert PI signature]

[Insert typed name of PI]