

From,  
XYZ (Name)  
Designation (Affiliation, Year of Study)  
Department of \_\_\_\_\_  
Tagore Medical College and Hospital

Date

To,  
The Member Secretary,  
Institute Research Committee,  
Tagore Medical College and Hospital

Sir,

Sub: Request for Research Proposal approval from Institutional Research Committee - Reg.,

This is to inform you that I, \_\_\_\_\_ (Name, Affiliation) am herewith submitting my research proposal titled \_\_\_\_\_ along with all the proper documents (including the Informed Consent forms in 2 parts both in English and Tamil), in the prescribed format, for approval by the Institutional Research committee. I request you to kindly do the needful.

Thanking you,

Yours sincerely,

Signature of the Principal Investigator

Signature of the Guide & Co-guide  
from the same Department

Signature of Head of the Department  
of the candidate

Signature of the Co-guide(s) from  
collaborating Department(s)

Signature of Head of the Collaborating  
Department(s)

Signature of the Medical Superintendent

**Signature of the Dean**