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Sample Submission Letter

<<Date>>

IRB Chairman
Liberty IRB, Inc.
2024 Larchmont Drive
DeLand, FL 32720

RE: New Submission - <<add sponsor name and protocol number>>

Dear Chairman,

This letter is to request Liberty Institutional Review Board services in the initial and ongoing review of the above reference protocol, which I will be undertaking as the Principal Investigator.

I have received and read the protocol and all other materials provided to me by the sponsor. Additionally, I agree to abide by the terms of the study as provided to me by the sponsor, Liberty Institutional Review Board, and applicable local, state, and federal regulations. I also agree to conduct this study utilizing Good Clinical Practice Guidelines and to personally oversee the conduct of this trial.

As the Principal Investigator of this trial, I will participate in an active exchange of information with Liberty IRB, and will not make any changes to the approved informed consent document or protocol without prior approval from the board.

Thank you for your consideration.

Sincerely,

APPENDIX 7.2

SAMPLE RFP TRANSMITTAL LETTER

(Date)

Program Director
West Central Job Partnership, Inc.
44 South Beaver Street
New Castle, PA 16101

Dear Program Director:

Enclosed is (Name of Bidder)'s response to West Central Job Partnership's Request For Proposal Number (RFP Number), issued (Date RFP Issued), for (Services Requested).

(Name of Bidder) agrees to be bound by all of the provisions of this proposal, as submitted, for a period of at least ninety (90) calendar days from the date of this submission.

Sincerely,

(Type the Name and Title of Each Person Signing the Letter)

NOTE: (The Letter Must Be Signed by the Person or Persons Authorized to Bind the Contractor to the Proposal's Provisions)



Bowling Green State University
Division of Student Affairs

Student Affairs Advisory Board (SAAB)
Savilla I. Banister, Ph.D., Chair
1204 Education Building
Bowling Green, Ohio 43403
(619) 752-3120
sbanist1@bgsu.edu

MEMORANDUM

To: Edward Whipple, Ph.D.
Vice President for Student Affairs

From: Savilla I. Banister, Ph.D.
Chair, Student Affairs Advisory Board

Date: May 3, 2006

Re: Student Affairs Advisory Board (SAAB) / Annual Report

Enclosed please find the 2005-2006 annual report from the Student Affairs Advisory Board (SAAB), along with policies reviewed, minutes from each meeting held throughout this past academic year, and other pertinent information. The report highlights the policies reviewed and the other topics and issues discussed by the Board during this productive past academic year.

Please contact me with any questions.

Enclosure

Copy: President Ribera
Robert Boughton, Ph.D., Faculty Senate
Richard Hebein, Ph.D., Faculty Senate
Julie Barnes, Ph.D., Committee on Committees
Barb Garay, Faculty Senate
Wanda Overland, Ph.D.
Camille Consovo, Ph.D.
File

COVER LETTER FOR SUBMISSION OF MANUSCRIPT

Before submission of a REVIEW ARTICLE FOR PUBLICATION

Dear Editor:

I am enclosing herewith a review article entitled "CANCER: THE KILLER DISEASE - REVIEW". The publication of this review article is requested. The article is intended for publication in the Journal of Pharmaceutical and Biomedical Sciences. I have enclosed a copy of the article for your review. I have also enclosed a copy of the article for your review. I have also enclosed a copy of the article for your review. I have also enclosed a copy of the article for your review.

Sincerely,
Corresponding author

Dr. John Doe
1234 Main Street
Department of Pharmacology, Ohio State University College of Pharmacy, Columbus, Ohio 43210

Dr. Jane Smith
5678 Main Street
Department of Pharmacology, Ohio State University College of Pharmacy, Columbus, Ohio 43210

Dr. Robert Brown
9012 Main Street
Department of Pharmacology, Ohio State University College of Pharmacy, Columbus, Ohio 43210

Sample Cover Letter for a Banking Professional

Craig Finn
2224 West 111th Street
Chicago, IL 60643

September 1, 2015

Jane Silberry, Lead Recruiter
Morgan Stanley
480 South LaSalle Street, Suite 1800
Chicago, IL 60605

Dear Ms. Silberry:

Your firm's advertisement for a senior financial analyst position (job listing #4810) caught my attention. I believe that my work experience and skill set make me an ideal candidate for the job.

I have 10 years of experience as a financial analyst, including the past seven years at industry leader HSBC Bank USA. My areas of expertise are the traditional and alternative energy sector, and I served as the lead analyst to Screen one in \$250 million acquisition of Proton Wind Corp. I have a master of business administration in analytical finance from Northwestern University, and I have continued to update my professional skills by earning the Chartered Financial Analyst certification from the CFA Institute. I have enclosed my resume, which details my qualifications and provides more information on how I might be an asset to Morgan Stanley.

I will contact you shortly to see if you have received my application materials and request an interview. I would appreciate the opportunity to meet with you to discuss how my background might fit your firm's needs. Thank you.

Sincerely,

Craig Finn
2224 West 111th Street
Chicago, IL 60643

Sample cover letter for case report submission. Sample cover letter for project report submission.

We examined the effectiveness of the use of X factors as depression indicators in the Y subjects in the regions Z through a prospective study of 12-month cohorts and we can confirm that X level monitoring is fundamental to identify the Onset of depression, regardless of geographical influences. Publishers must select the items that will affect their readers. In other words, your newspaper, if published, must make them money. Our discoveries will allow your readers to identify aspects of the AIM and Scope of riv magazine, which align with your newspaper. Finally, make sure you publish your letter of presentation from Wordvice's professional academic editors to make sure you transmit an academic style and a text free of error, as well as include all the most important content. While you want to adequately explain your work and sell its concept to editors, keep your cover letter to a maximum of a page. If you want to mention only an item, replace the previous sentence with "This article [examines a different aspect] / [It takes a different approach] to the questions explored by [authentic] in the [title of the article], anchor it too Posted by [Name of the newspaper] The [Date] ."

Furthermore, as far as we know, the authors mentioned have no conflicts of interest, financial or otherwise. Tip: Useful phrases to discuss your results and your conclusions include: Our results confirm what we have established that our results suggest we found that we have illustrated that our results reveal that our research clarifies that our research confirms that our results confirm that our work confirms that unfortunately, we must admit what part of the process relating to the acceptance of a manuscript is based on a commercial model. Since most applications are sent electronically, the template below is in modified email format. TIP: Use "Ms." and never "Madam" or "Madam" in formal corporate letters. For example, if a guide for authors of a journal states that Disclosure, potential reviewers and statements regarding ethical practices, failure to include these articles could lead to the automatic rejection of your article, even if your research is the most progressive project on the planet! If you don't think to follow the directions, raise a red flag which you might be careless, and if you don't pay attention to the details of a cover letter, editors may ask you about the quality and completeness of your research. Why does a good cover letter make? When it's not clear how your research paper might generate interest based on its title and content alone (for example, if your paper is too technical for most publishers to appreciate), your cover letter is the only opportunity you'll get to convince editors that your work is worth further review. Annotated-template-journal-submissions-cover-Letter1Download If you're looking for solid advice on how to write a strong journal cover letter that will convince journal editors to review your research paper, then look no further! We know that cover letters can have an impact on an editor's decision to further consider your research paper. Tip: Identify the journal's typical audience and how those people can use your research to expand their understanding of a topic. If necessary, use professional draft and editing services such as Wordvice to review your letter for clarity and conciseness. Double-check the name of the editor. Many publishers will find this offensive, especially since many of them are women! [Para. 1: 2 - 3 sentences] I am writing to send you our manuscript titled, [Article Title] for consideration as [name of journal] [Type of article]. Call the journal to confirm if ANNOTATED TEMPLATE/JOURNAL IMMISSIONS Letter of introduction [Diary editor, first and last name] [, bachelor's degree (if any)] Tip: A custom including any tick in the recipient's name. eg. John Smith, MD or Carolyn MPH [Title] e.g. Editor-in-Chief, Managing Editor, Co-Editors-in-Chief [Journal Name] [Journal Title] e.g. A Editor-in-Chief, Managing Editor, Co-Editors-in-Chief [Journal Name] [Journal Title] e.g. A Editor; TIP: If the name of the Publisher is not known, use the relevant title used by the journal, e.g. Kind Managing Director, Kind Managing Director, Kind Managing Director. TIP: Use any term (reviewer or referee) used by the target journal. Wordvice provides high quality editing and editing services in English. We have helped thousands of researchers, students, writers and companies maximize the impact of their writing. While your research task is to demonstrate the merits of your research, a strong cover letter is your opportunity to highlight the significance of your research and share its concept with journal editors. For example, after initially searching for X, Y contacted us to conduct a follow-up study that looked at Z. The final segment will include a free downloadable cover letter template with detailed explanations of how-to and some useful phrases. Paying close attention to the terminology of a newspaper is a sign that you have studied the newspaper well and prepared! [Paragraph As explained above, failure to include the required returns will result in an automatic rejection at the desk. In carrying out this project, we discovered [some new insights that made you decide what information to share with your peers through publication.] A e.g., A Given the alarming rise in depression rates among teenagers and the lack of uniform practical tests for student screening, we believe that the results presented in the our article appeal to education policy makers who subscribe to the Journal of Education. In addition, all authors have approved the content of this document and have agreed to the submission criteria [Journal Name] As much as we want to catch publishers There are too many ways humor can go wrong! How to structure a cover letter You should use formal language in your cover letter. TIP: If you have previously publicly shared some form or part of your research elsewhere, state so. Avoid words like "novel", "first ever", "paradigm shift". These kinds of statements are biased and will make the editor doubt your ability to objectively assess your merits. Don't enter the name. 5: Potential reviewers] A If you choose our manuscript for peer review We would like to suggest the following potential reviewers/referees, as they would have the necessary knowledge to objectively evaluate our results and our interpretation. It is possible to include copies of such works. Mention of any previous discussions with the editor (for example, if you discussed the topic with an editor at a conference) Technical specialties required to evaluate your work Reviewers and their contact information If necessary, reviewers to exclude (this information is most likely also requested elsewhere in the online presentation forms) Further information/declaration What you should NOT do: Don't use too much jargon or include too many acronyms. What you should NOT do: Don't use too much jargon or include too many acronyms. Don't embellish your findings or their significance too much. 6: Additional information frequently requested] is appointed Each author has contributed substantially to the realization of the underlying research and to the writing of this manuscript. 2: 2/5 sentences] Given that [context that prompted your research], we believe that the results presented in our work will be interesting for [Reader Profile] who will a [Name of journal]. [Stop. In this way, we hope that our research will carry forward the necessary set of tools needed combat the concerns that worry the minds of many school administrators. Sincerely, [Name] Corresponding author Institution Title Institution/Affiliation name [Institution address] [E-mail address] [Tel: (include the relevant country/area code)] [Fax: (include the relevant country/area code)] Additional contact [In case of unavailability of the Institution Title Institution/Affiliation Name] [Institution Address/Affiliation Name Your e-mail address] [Tel: (include relevant country/area code)] [Fax: (include relevant country/area code)] Quick Cover Letter Checklist Before presentation Set font to Arial or Times New Roman, size 12 point. Single-space all text. Use a space between body paragraphs. Don't indent the paragraphs. Keep all text left justified. Control software and grammar. As such, this guide aims to explain (1) why you should worry about writing a little if you're looking for valuable advice on how to write a journal cover letter that will convince journal editors to review your research article, then look no further! We know that cover letters can influence the publisher's decision to consider your research article further. TIP: Include 3 A's reviewers as the magazine is likely to use at least one of your suggestions. In this way, our results will allow your readers to better understand the factors involved in identifying the onset of depression in adolescents and to develop more cost-effective screening procedures to be used nationally. Using a person's name is still the best thing. They want to know if your content meets their criteria, so just focus on that. No, a novel. [Name, institution, email, competence] [name, institution, email, competence] As far as we know, none of the persons indicated above has conflicts of interest, financial or other types. Tip: Include the context on why this search question has to be being [One or two phrases A pitch summarizing the study design, if applicable, your research question, your major discoveries, and conclusion.] es, I am writing to present our manuscript entitled, "X Marks the Spot" for consideration as a research article Awesome Science Journal. Step four: Additional statements often required] that the manuscript was not previously published and is not currently being examined by other journals. TIP: Never use "Dear Gentlemen" or similar expressions. While previous research has identified some methods that can be used for depression screening, such as X and Y, the applications developed on the basis of these results have been costly and difficult to administer at national level. However, if you send your cover letter on letterhead (PDF or paper by post), move your contact details to top left corner of the page, unless you use pre-printed letterhead, in which case your contact details should be centered at the top of the letter. In addition to economic factors, many publishers use the cover letter to test whether authors can follow the basic instructions. This guide is intended to explain (1) why you should be concerned with writing a powerful introductory letter, (2) what you should include in it, and (3) how you should structure it. For example, "Given the struggle that policymakers have had to define proper criteria for diagnosing onset depression in adolescents, we felt compelled to identify an economic and universal methodology that local school administrators can use to control students." SUGGESTION: If your work was inspired by previous research, state this. You won't give impression you want give to publishers! What to include in a Cover for a Journal Submission We cannot emphasize enough: Follow the instructions for the authors of your target magazine! No matter what other tips you read in the vast websphere, make sure you the information requested by the editors of the journal to which it is submitted. For example, if many readers of your journal are interested in the public policy implications of various research studies, you may want to discuss how your findings can help your colleagues develop stronger policies that respond more effectively to public concerns. For example, you might say: "We have presented a subset of our findings [at the Event] [as Publishing Media Type] in [Location] in [Year]." For example, "We have broadened the scope of our research to include international feasibility and gained additional data that has helped us to develop a new understanding of geographical influences. That said, here is a list of the most common items you should include in your cover letter and what information you should NOT include: Essential information: Name of the editor (if known) Name of the journal you are sending to Your manuscript title Type of article (review, research, case study, etc.) Date of publication Presentation Short background of your study and the research question you requested Answer Short overview of the methodology used Basic principles and significance for the scientific community (how your research advances our understanding of a concept) Contact information of the corresponding author Statement that your work has not been published previously and is not currently under review by another journal and all authors have approved and agreed to submit the manuscript to this journal Other commonly requested information: Short list of similar articles previously published by the target journal List of relevant works by you or your co-authors that have been published in I'm studying from other magazines. The letter is only meant to be an introduction and a brief overview. Avoid humor [Paragraph 3: Similar works] A This manuscript develops previous research conducted and published by in [Journal Name] e.g. AAA or e.g. AAA This paper [examines a different aspect of] / [takes a different approach to] the issues explored in the following papers also published by [Journal Name]. e.g. AAA Article 1 Article 2 Article 3 TIP: You should mention similar studies recently published by your target journal, if any, but list no more than five. five.

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