Date :\_\_\_\_\_\_\_\_\_\_

To,

The Chairman

Institutional Biosafety Committee (IBSC)

Chitkara University, Rajpura, Punjab

**Subject:** Submission of project titled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” for IBSC review and approval

Dear Sir/Mam,

I would like to submit the project titled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” for review and approval by the Institutional Biosafety Committee.

I enclose the following documents:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Document | No. of Pages | No. of Copies | Enclosed | Received (for office use only) |
| 1. | IBSC Form I - Application | \_\_\_\_\_\_ | 8 | Yes/No |  |
| 2. | IBSC Form II – Summary Sheet | \_\_\_\_\_\_ | 8 | Yes/No |  |
| 3. | IBSC Form III – Investigator Declaration | 1 | 8 | Yes/No |  |
| 4. | IBSC Summary Slide | 1 | 1 | Yes/No |  |
| 5. | CV of PIs | \_\_\_\_\_\_ | 1 | Yes/No |  |
| 6. | Any other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_ | 1 | Yes/No |  |
| 7. | Soft copies of all above documents  (Signed & Scanned) | Email sent to ibsc@chitkara.edu.in on \_\_\_\_\_\_\_\_\_\_\_\_ | | |  |

Yours sincerely

<Signature>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<**PI Name**>

<PI Designation>

<PI Department>

<PI Contact Details (Email/Mobile No.)>