

## **SIGNED COVER LETTER FOR ASSURANCES (COMPLIANCES) INSTRUCTIONS**

For assurance(s) (IRB/human subject compliance and/or IACUC/animal subject compliance) that is submitted in Proposal Central, please also provide a signed cover letter to verify the assurance (human subject compliance and/or animal subject compliance) is related to the specific aims of the award.

The signed cover should be on institutional letterhead, with the following information:

- Principal Investigator's Name
- Award Number
- Project Title
- Protocol Title and Number
- Protocol Approval and Expiration Dates
- Institution's Assurance Number

Please note the cover letter for the assurance(s) should be completed and signed off by the institutional signing official.

**When the required documents are finalized for submission, upload all these documents in Proposal Central. Upon logging in, click the “Awards” tab and select your project. You would be able to upload these documents in the “Deliverable” section by selecting the “Add Deliverable” button. Please upload the contents as a single rolling document. When adding, select “Other” for the Deliverable Type and type in “Signed Cover Letter” for the Deliverable Type Description. Also, please send email to [postaward@crohnscolitisfoundation.org](mailto:postaward@crohnscolitisfoundation.org) to notify Post-Award staff once the document has been uploaded in Proposal Central.**