To: [FACPIFIRST] [FACPILAST]
From: [CHAIRFNAME] [CHAIRLNAME], IRB Chair
Subject: Faculty Sponsor: Protocol [IRBID]
Date: [DATE]

Hello [FACPIFIRST] [FACPILAST],

This message serves to notify you that student investigator [PIFIRST] [PILAST] wishes to submit the following study to the [IRBNAME] and has designated you as the faculty sponsor for this project:

Study Title: [TITLE]

Principal Investigator: [PIFIRST] [PILAST]

Protocol Number: [IRBID]

In order to acknowledge your sponsorship of the protocol, please login to the Mentor IRB system. To access the system, log into MyTC and click on the "Research" tab along the top. From there, the link to Mentor will be on the right-hand side. After you login, click on the "Student Protocols" item in the column on the left. This protocol will be found on the resulting page.

Please review this project. As faculty advisor, you have the responsibility to ensure that the research study is carried out by the student according to the protocol and to ensure that the rights and welfare of the human subjects involved are protected. When you have reviewed the study, click the "Faculty Advisor Action" button at the top of the protocol and update the status by selecting the appropriate option on the Acceptance Status menu.

For a quick way to access this protocol and submit your acceptance, you may click on this link:

[FACPIAPPROVALURL]

If you have any questions about the study or the capacity of the student to execute the protocol adequately, please contact the student in question and/or the IRB Compliance Manager to express your concerns.

Thank you,

[CHAIRFNAME] [CHAIRLNAME], [CHAIRCREDENTIALS]

IRB Chair

[CHAIREMAIL]