Adverse Event Notification

Date: [Insert Date]

To: [Insert Institutional Review Board Name]

From: [Insert Researcher's Name]

Subject: Notification of Adverse Event

Dear Members of the Institutional Review Board,

I am writing to formally report an adverse event that occurred during the course of our study titled "[Insert Study Title]" (IRB Protocol # [Insert Protocol Number]).

Details of the Adverse Event

Participant ID: [Insert Participant ID]

Date of Event: [Insert Date of Event]

Description of the Event: [Provide a detailed description of the adverse event, including symptoms, duration, and severity.]

Action Taken

[Describe any actions taken to address the adverse event, including medical interventions, notifications to participants, etc.]

Follow-up Plans

[Outline any plans for follow-up with the participant and monitoring for additional adverse events.]

Please let me know if you require any further information or documentation regarding this event. Thank you for your attention to this matter.

Sincerely,

[Insert Researcher's Name]

[Insert Researcher's Title]

[Insert Contact Information]