

# Letter of Ethical Training Requirements

Date: [Insert Date]

To: [Researcher's Name]

Department: [Department Name]

University: [University Name]

Dear [Researcher's Name],

As part of our commitment to uphold the highest standards of ethical research, we require all researchers associated with [University Name] to complete a series of ethical training modules before initiating their research activities. This training is critical to ensure compliance with federal regulations, institutional policies, and ethical best practices.

## **Training Requirements:**

- Introduction to Research Ethics
- Informed Consent Principles
- Confidentiality and Data Protection
- Responsible Conduct of Research
- Special Populations in Research

Completion of these modules must occur prior to submitting any research proposals or applications for funding. A certificate of completion will be issued upon finishing each module, which you must submit to the [Ethics Review Board/Relevant Office].

Please ensure that all training is completed by [Insert Deadline]. If you have any questions regarding the training requirements, feel free to reach out to the [Ethics Review Board/Contact Person] at [Contact Email/Phone Number].

Thank you for your commitment to ethical research practices.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University Name]