

**Attachment C**  
**Sample cover letter – full review**

The Chair, **Research Ethics Board**  
Canadian College of Naturopathic Medicine  
1255 Sheppard Avenue East  
Toronto, Ontario  
M2K 1E2

Re: Ethical Review of [Title of Project]

To the Chair of the **Research Ethics Board**:

In accordance with CCNM's application procedures, I am writing to inform you that I believe my research proposal is beyond the standard of minimal risk outlined in your ethical review policy. Based on the guidelines provided by your policy and those of the Tri-Council Policy, the proposed research is beyond the standard of minimal risk in the following ways.

1. **[using an itemized list, provide a clear and complete description for each way in which the proposed research is beyond the standard of minimal risk]**
2. ...
3. ...

Despite the risks that I have outlined...**[provide a clear and complete explanation of why you believe your proposed research should be approved]**

I appreciate the consideration of the **Research Ethics Board** in this matter and look forward to receiving feedback about the status of my application.

Sincerely,