*Write on department letterhead*

[Insert date letter is written.]

Office of Sponsored Projects

Yale University

25 Science Park-150 Munson Street

P.O. Box 208327

New Haven, CT 06520-8327

**RE: [Insert title of the research study]**

This letter is to certify that the work to be done on the above referenced project, described below, project will not involve animal research until the IACUC protocol has been granted approval by the IACUC office.

The work to be performed prior to the IACUC approval is described as follows: [*insert an appropriate and detailed description*].

We are planning on submitting the IACUC protocol on [insert date] and it should be approved by [insert date].

Sincerely,

[Insert PI signature]

[Insert typed name of PI]