**Transfer Request**

**Template for Transferring Sponsor-Investigator**

**Date:**

**IDE #**

**Study Title**

To whom it may concern,

Please be advised that I am transferring ownership of sponsor-investigator held IDE #\_\_\_\_\_\_\_\_ under which the above referenced clinical study is being conducted. I am enclosing a letter requesting the IDE transfer signed by \_\_\_\_\_\_\_\_\_, who will be the new IDE owner.

New sponsor:

Name

Address

Contact Person

Telephone number

The date that the new ownership will become effective is \_\_\_\_\_\_\_\_\_. On that date, all rights shall be assigned or transferred to Dr. \_\_\_\_\_\_\_ as the new owner. I have provided Dr. \_\_\_\_\_\_\_\_with a complete copy of the sponsor-investigator's files and I commit to inform all active investigators of the change in sponsorship.

Thank you for your attention to this communication. If you have any questions related to this letter, please feel free to contact me at ­­­­­\_\_\_\_\_\_\_\_\_\_ or via email at: \_\_\_\_\_\_\_\_\_\_or you may contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ or via email:­­­­­­\_\_\_\_\_\_\_\_\_\_\_ for administrative questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Transferring Sponsor- Investigator**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name of Transferring Sponsor- Investigator**