[institution logo here] [institution address here]

Dated:[DD-MMM-YYYY]

Dear [Ethics Committee name]

Re: **2019-nCov CRF data collection tool**

On 31 December 2019, WHO was informed of a cluster of cases of pneumonia of unknown cause detected in Wuhan City, Hubei Province of the People’s Republic of China. Subsequently a novel coronavirus has been identified as the cause of their illness.

Based on a pre-existing global observational study of severe acute respiratory infections (SPRINT-SARI) the International Severe Acute Respiratory and Emerging Infection Consortium (ISARIC) have prepared a case record form (CRF) to assist with the collection of standardised clinical data on patients hospitalised with suspected or confirmed infection with nCoV. This CRF has undergone extensive review and validation by international clinical experts.

In the past, clinical data on emerging infections has not been collected, standardised, or shared quickly enough to inform the outbreak response and patient care. The aim of this nCoV case record form is to provide a tool for standardised data collection to inform local and international public health responses and patient care. The CRF is designed to collect data obtained through examination, interview and review of hospital notes. As no personal data is collected, patients will not be required to give consent.

Data will be entered onto a central electronic database called REDCap. REDCap is a secure web platform for building and managing online databases, hosted by the University of Oxford. All information entered onto the database will be anonymised and the University of Oxford will not be able to identify patients from these records. Data ownership will remain with the Data Submitter. Full details of how the data will be handled is detailed in the Terms of Submission

We request your assistance with expedited review of this data collection tool to enable us to implement this as soon as possible in [insert institution/department here].

Please don’t hesitate to contact me if you require any further information.

Yours sincerely