



Letter of Support Template

Effective Date:

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A) Purpose

The template below provides guidance in drafting a letter of support that your external collaborating site can use. Please note you are not required to use this template. However, we encourage you to use the template to ensure the letter of support contains all necessary information.

B) Instructions

Have an authorized representative from the collaborating site write the letter on the institution's letterhead. An authorized representative is an individual who can speak on behalf of the organization or institution (e.g. superintendent, principal, executive director.) This letter acknowledges the site is aware of your research and gives permission for you to access their resources (e.g. space, employees, students, etc.) This template does not replace approvals required by that institution, such as school districts. Once signed, the letter should be uploaded in the Cayuse protocol under Study Sites on the Research Status page. Check "External Collaborating Site(s) and provide the name and contact information for the collaborating site.

* Study Site(s)

Please select the location(s) of the study.

- On UTSA campus
 External Collaborating Site(s)

Provide the names of the external collaborating sites and contact information.

Attach a letter of approval from each location.

ATTACH

C) The Template

Date

The University of Texas at San Antonio IRB
1 UTSA Circle
San Antonio, TX 78249

Re: Letter of Support

Dear Institutional Review Board Chair and Members,



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I am writing this letter of support for (UTSA investigator name) and their research described below:

Research Overview

1. Project Title/IRB Number
2. UTSA Principal Investigator and Faculty Sponsor (if applicable)
3. Project Summary
4. Objectives

Support for this project will be provided by allowing (UTSA investigator name) to (list all resources to be accessed and all research activities to be conducted.)

Sincerely,

(signature of authorized representative)

Authorized representative's name

Authorized representative's title

Name of institution/organization