

## Letter of Support Template

This Letter of Support Template can be used for projects where research activities are occurring outside of the University at locations/organizations. Although the exact language in this document is subject to modification depending upon the proposed procedures, the letter should contain all the following elements:

1. The name of the outside location where project procedures will occur
2. A description of project procedures which will occur at the outside location
3. A clear statement that the organization and the person writing the letter are in support of the research being executed at the outside location
4. Name, title, and contact information of the author of the letter

If there are additional questions or clarifications, please feel free to contact the IRB Office at 460-6625 or [irb@southalabama.edu](mailto:irb@southalabama.edu)

<<On Organization Letterhead, if possible>>

To Whom It May Concern,

I am writing on behalf of [organization]. We are in support of the project [Title of Research Project] to be carried out by [Principal Investigator].

The project activities which will occur at [organization] include [distribution and collection of surveys,] [interviews,] [focus groups,] [educational sessions,] [review of data,] [any other project procedures should be entered here]. [I/We/Organization] support[s] these project activities and the PI has approval to carry out these project activities at [organization].

INSERT IF NEEDED - Support for this project is predicated on the following conditions: [any requirements and/or restrictions should be listed here].

Sincerely,

[Name]

[Title]

PHONE: XXX-XXX-XXXX

E-MAIL: XXXX@XXX.XXX