**Letter of Support**

Instructions:

The communication should be on institutional letterhead and signed by an appropriate signatory with authorization to make the commitment of support.

The letter should be addressed to the principal investigator of the protocol

Include the following information:

* UCSF PI Name
* Protocol Title
* If known, UCSF study number

Provide the name of the collaborating PI, brief description of the activities to be conducted:

* Specify the role being served by the collaborator and what the collaborator will contribute to the research
* Confirmation that, if participating in recruitment, the approach to recruitment, the method and timing
* If the collaborating site / institution is making any additional commitments, such as access to special equipment clearly identify and describe those commitments.
* Confirmation that a determination of non-engagement has been made when applicable
* Affirmation that additional local review is not required and any other local requirements have been met.

Name, title or role, and contact information of the person providing permission