**Letter of Support**
If you are soliciting the cooperation of UnityPoint Health – Meriter departments or staff to help you perform your research, a letter of support, from the cooperating department, is required.

The letter of support confirms both the Meriter Department and UW Researcher are aware of each of their roles int the research. The investigator should be the one who arrives at an agreement about these roles with the cooperating department/manager/director.

The letter is signed by a **Meriter employed director or manager from the cooperating** department or work area and **dated**.

UW Medical Directors are not qualified to volunteer research support services from Meriter employees.

1. Cut and paste the template below into a word document to edit.
2. Get a wet ink dated signature on a hard copy of the final letter.
3. Scan the hard copy into a computer to upload to your Meriter submission.

*TEMPLATE*

*Insert Date*

To Whom it May Concern,

On behalf of *insert name of Meriter entity and/or department* I am writing regarding the research project, *insert name of research proposal*, proposed by *insert name of researcher.* I’d like to express my support for this project and my conviction that this research will be worthwhile.

Supporting this project means I will . . .

*Create a bullet point list that covers the following.*

* *State what your department’s role or duties will be in relation to the research.*
* *State what procedures or activities your department staff will be involved in, on behalf of the research.*
* *Sate what resources will be used (staff time, supplies, use of equipment, etc.)*

Sincerely,

*Insert name, credential (MD, RN, etc.)*

*Insert title (Nursing Supervisor, Director of Special Services Emergency Department Manager, etc.)*