

## Letter of Support Template

The template below provides guidance in drafting a letter of support that your external collaborator(s) not affiliated with Texas State University can use. Using this template ensures two things:

1. That the letter of support will contain all of the necessary information
2. That you will get the letter back from your collaborator(s) in a timely fashion (assuming you give them enough lead time)

Drafting the external collaborator letters of support yourself also serves another important purpose. It can give both parties an early warning of unrealistic expectations. It is a vehicle for negotiating exactly what services or expertise will be provided to support your work.

The goals of a letter of support are as follows:

- Specify what the collaborator(s) will contribute to the research
- Confirm for the IRB that the collaborator(s) will fulfill the request
- Lend credibility to your project

As long as your letter demonstrates specifically what your collaborator(s) will be contributing to the project, there is no right or wrong way to draft a letter of support. However, we encourage you to use this template.

**Instructions:** Have an authorized representative from the non-affiliated collaborator's institution sign this letter on the institution's letter head. An authorized representative is defined as an individual who can speak on behalf of the organization or institution (e.g. superintendent, executive director). Once signed, the letter should be uploaded in the [Kuali protocol system](#) under supporting documents with your IRB application. This letter acknowledges the institution is aware of your project and gives permission for you to access their resources (space, clients, employees, etc.). This does not replace approvals required by that institution such as from school districts or universities to conduct research.

### The Template

Date

Texas State University IRB  
601 University Drive  
San Marcos, Tx. 78666

RE: Letter of Support

Dear Institutional Review Board Chair and Members:

I am writing this letter of support for our community partner (TXST Investigator Name) and their research described below:

### Research Overview

1. **Project Title/IRB number:**
2. **Texas State Admin Head/Faculty Sponsor and contact information**
3. **Project Summary:**  
(Insert a short summary of your research project including its purpose)
4. **Objectives:**  
(what are the objectives of your research? What does your research seek to accomplish?)

Support for this project will be provided by allowing (TXST Investigator Name) access to (list all resources such as campus name, employees of company, members of private listservs, etc.)

Sincerely,

(signature of authorized representative)

Authorized representatives Name  
Authorized representatives Title  
Community partner's Organization/Institution Name