*This template has been created for the convenience of FIU investigators. It can be provided to the investigators at non-FIU sites that will be participating in a FIU-led project, to assist them in providing documentation that their institutions are willing to rely on a single IRB. The completed and signed letters should be attached as Letters of Support to the grant application.*

*FIU PI completes the yellow-highlighted sections and sends to the non-FIU investigator.*

*The non-FIU investigator provides it to the appropriate office at their institution, for review and signature. This is the IRB office at institutions with an IRB. For institutions without an IRB the letter should be reviewed and signed by a compliance office or other person with authority to sign on behalf of the institution.*

*The local IRB office revises the letter as desired, places it on institutional letterhead, signs it, and provides the original or a scanned copy to the non-FIU investigator.*

*The non-FIU investigator provides a scanned copy to the FIU PI for the grant application.*

Date

Name of Participating Site PI

Title

Department / Division

Institution

RFA Number and Title

Dear Dr. Name of Participating Site PI,

I am pleased to write this letter in strong support of a grant application proposing that [NAME OF INSTITUTION] will become one of the study sites for a multi-site study [insert name or title if appropriate] that will [brief description such as: “assess the impact of treatment of \_\_\_\_\_\_\_\_ on the prevention of \_\_\_\_\_\_\_\_”]. The trial will be led by Dr. [FIU Lead PI] at the Florida International University.

**Reliance upon a single IRB.** This letter confirms the willingness of [NAME OF PARTICIPATING INSTITUTION] to rely on another IRB for the review of your activities.   
  
I understand that the [NAME OF IRB] IRB is likely to serve as the single IRB for this research, and we would be happy to rely upon their review.

Sincerely,

[Name and Title of Local IRB Office Official]