[date]

**Re: Letter of Support for use of single Institutional Review Board (sIRB) for [insert name of proposal]**

Dear [overall PI name],

Please accept this letter in support of your grant application for **[insert name of proposal]**. The purpose of this letter is to demonstrate support for use of a single Institutional Review Board (sIRB) for the project. We understand that the National Institute of Health (NIH) Policy on the Use of a sIRB for Multi-site Research establishes the expectation that all sites participating in multi-site studies involving non-exempt human subjects research funded by the NIH will use a sIRB to conduct the ethical review. Insert institution namerecognizes the need for efficient study implementation while complying with the NIH sIRB policy.

This letter serves as confirmation that Insert institution nameis willing to rely on the Ohio State University IRB for this project. Insert institution nameis a participant or willing to join in the national SMART IRB reliance agreement, so the arrangement allowing Insert institution nameto cede IRB review to the Ohio State University may proceed quickly upon approval to move forward with your project.

Sincerely,

(Insert name)

Name, (HRPP Director)

Title

Office

Address