**IRB Support Letter Model Language**

[DATE]

[PI NAME AND TITLE]  
[PI ADDRESS]

Dear Dr. [PI LAST NAME],

I am pleased to provide this letter of support for the application that you are submitting to the [NAME OF FUNDING AGENCY GRANT] titled “[TITLE OF PI’S GRANT APPLICATION].”

The [NAME OF INSTITUTION] Institutional Review Board (IRB) will continue to work with and support you in this new research endeavor. [IRB or HRPP] staff will be available to you and your study team as needed regarding this grant, both for consultation regarding regulatory issues and for IRB review arrangements.

[NAME OF INSTITUTION] has signed onto the SMART IRB Agreement ([www.smartirb.org](http://www.smartirb.org)), which is a standard, national, master IRB reliance agreement that is responsive to the National Institutes of Health Single IRB (sIRB) Policy; SMART IRB also provides standard operating procedures and informatics solutions in support of this Agreement. As of the date of this letter, more than [### (see <https://smartirb.org/participating-institutions/> for current count)] institutions have joined SMART IRB, including [many or all] of the institutions expected to participate in and collaborate on your proposed research. We can leverage the SMART IRB Agreement to great effect to reduce regulatory oversight burdens.

[If the institution has agreed to serve as the Reviewing IRB and has reached out to other institutions about a reliance arrangement, include language to that effect, such as: *We are willing to serve as the Reviewing IRB for this study and have already communicated with the collaborating institutions identified in your grant. We’ve confirmed their willingness to cede review to the [NAME OF IRB] for the proposed research*.]

I look forward to collaborating with you and your team to address the IRB oversight needs for this grant.   
Best wishes for a successful application.

With best regards,

[NAME OF IRB/HRPP DIRECTOR]