

AMENDMENT SUPPORT LETTER FROM FEDERAL PROJECT OFFICER

When requesting an amendment to an existing DUA that is funded by a federal agency, a letter of support is required from the Federal Project Officer (FPO). Please use the template below to create a preliminary draft of the support letter and submit it (unsigned) as a Word file. ResDAC will notify you when it is time to finalize the document, which can be supplied as a letter or a direct email:

1. **Letter:** The letter must be on federal agency letterhead and hand signed by the original FPO, then scanned to a PDF and sent to the Principal Investigator (PI) or project contact. (CMS does not accept digital signatures.)
2. **E-mail:** The e-mail must come from the original FPO (including transmission detail) and contain the same content as the letter (below). The e-mail should be sent directly to the PI or project contact.

The PI or project contact will then forward the signed letter or direct email to ResDAC.

[Enter Date]

Director, Division of Data & Information Dissemination
Data Development & Services Group, OEDA
Centers for Medicare and Medicaid Services (CMS)

RE: IN BOLD & ALL CAPITALS ENTER PRINCIPAL INVESTIGATOR'S NAME, THEN THE COMPLETE STUDY TITLE

I am the Federal Project Officer (FPO) for the study named above that is currently funded under grant number [Insert federal grant #]. Data files for this project have been released by CMS under DUA [Insert DUA #].

I have reviewed the research protocol and approve the amendment request submitted by [Insert PI's name for this amendment request]. I further attest to continuing federal support for this project.

Thank you in advance for your attention to this data amendment request. If you have any questions I can be reached by e-mail at [insert FPO's e-mail address] or by phone at [Insert FPO's phone number].

Sincerely,

[SUBMIT DRAFT ONLY – DO NOT SIGN UNTIL ADVISED BY RESDAC]
FPO's typed name and
FPO's formal title