

EVIDENCE OF DISSERTATION LETTER

Please use this template if you are a graduate student requesting reuse data for your dissertation project or other graduate research. The reuse fee is waived for dissertation reuse. In addition to the “No Fee Cost Invoice” prepared by ResDAC, this letter will be submitted to CMS in lieu of the “Evidence of Funding” documentation required for standard RIF requests. If you are requesting new data or new and reuse data, then regular charges for new data apply and this letter is required in addition to evidence of funding documentation and the final Cost Invoice.

The purpose of this “Evidence of Dissertation” letter is to verify your standing as a graduate student at the requesting academic institution as well as your faculty advisor’s support of the project.

As a graduate student you can serve as Principal Investigator and/or DUA Custodian, however you are not eligible to serve as DUA Requestor/User.

Please submit an unsigned draft letter as a Word file. ResDAC will notify you when it is time to format the final document to letterhead and obtain a handwritten signature.

Requesting Organization Letterhead (applies to final, signed document only)

[Enter Date]

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

RE: EVIDENCE OF DISSERTATION SUPPORT

Dear Division Director:

This is a letter to provide evidence of dissertation support for our request to obtain CMS data files on behalf of [Insert student's name] for a research study entitled “[Insert study title].” I attest that [Insert student's name] is a graduate student at [Insert name of academic institution] and I am [his/her] Faculty Advisor.

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

Sincerely,

[SUBMIT DRAFT ONLY – DO NOT SIGN UNTIL ADVISED BY RESDAC]

Typed name of Faculty Advisor
Formal title and
Department name