

EVIDENCE OF FUNDING LETTER

Please use this funding letter template when 1) the request is internally funded by the requesting organization OR 2) the requesting organization has no award letter or similar documentation from the external funding organization OR...

3) If federal funds have been awarded to the requesting organization but they are for general use at the organization's discretion (i.e. the award is not specific to the PI and study title for your data use request, no Federal Project Officer assigned to your study), then the request is considered internally funded.

Please submit an unsigned draft 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 FUNDING

Dear Division Director:

This is a letter to provide evidence of funding for [Insert requesting organization] 's request to purchase CMS data files on behalf of [Insert PI's name] for a research study entitled "[Insert study title]." I attest that sufficient funds are available to pay for these data from [Insert start date] to [Insert end date] for \$[Insert funding amount] .

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 organization representative*

Formal title and

Department name

*The signatory of this letter must be someone who can verify there are sufficient funds available to cover the cost of the data requested. For example, a college dean, a department chair, a financial administrator, etc. The signatory cannot be the Principal Investigator, DUA User, or DUA Custodian.