

## **REUSE SUPPORT LETTER FROM ORIGINAL FEDERAL PROJECT OFFICER**

When requesting reuse data under an existing DUA that was funded by a federal agency, a letter of support is required from the Federal Project Officer (FPO) on the original DUA. If funded by the National Institute on Aging (NIA) then please use the NIA-specific template.

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.

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[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 FROM ORIGINAL STUDY, THEN ENTER THE COMPLETE ORIGINAL STUDY TITLE****

I am the original Federal Project Officer (FPO) for the study named above that was funded under grant number [Insert original grant #]. Data for this project were originally released by CMS under DUA [Insert original DUA #].

I approve the current reuse request submitted by [Insert PI's name for this reuse request] for a new study entitled "[Insert study title for this reuse request]."

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 original FPO's e-mail address] or by phone at [Insert original FPO's phone number].

Sincerely,

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

FPO's typed name and  
FPO's formal title