

**Letter of Cooperation with Outside Organization for UCI DNP Project**

Date:

Dear: (name of DNP Student):

This letter confirms that I, as an authorized representative of allow the above-named Doctor of Nursing Practice student access to conduct a leadership, policy, quality improvement, or evidence-based practice project activities at the listed site(s) as discussed with the DNP student and outlined below. These activities may commence after the DNP student has consulted with UCI IRB about the proposed project.

- **Project site(s):** (list specific site name and address for all sites within which the organization is providing student access to conduct the project)
  
- **Project purpose:** (briefly summarize the project purpose, plan and expected outcomes)
  
- **Project activities:** (briefly summarize the activities that will commence at the site, including any baseline data collected, educational interventions, PDSA cycle proposed...)
  
- **Target population:** (identify the population upon whom the project will focus)
  
- **Site(s) support:** (briefly describe the support the project site(s) agree to provide to support the project, such as space to conduct project activities, data retrieval from electronic records, facilitation of educational activities....)



- **Data management plan:** (briefly describe the plan for management of data such as what data will be collected, whether it will be identified/de-identified, what protections will be in place for data protection...)
  
- **Other agreements:** (briefly describe any additional agreements that have been made to support the project, if applicable)
  
- **Anticipated end date:** (indicate the anticipated date that the project will be concluded at the site)

It is understood that all DNP Scholarly Project related activities must cease if directed by UCI IRB. It is also understood that any activities that involve Personal Private Information or Protected Health Information must comply with HIPAA Laws and institutional policy.

Our organization agrees to the terms and conditions stated above. If there are any concerns related to this project, we will contact the DNP student named above and their DNP Scholarly Project Chair. For concerns regarding IRB policy or human subject welfare, we may also contact our own institutional IRB.

UCI IRB: <https://www.research.uci.edu/compliance/human-research-protections/researchers/irb-faqs.html>

With regards,

(Signature of Project site-authorized representative) (Job title of authorized representative)

(Date signed)

