

[DATE]

TO WHOM IT MAY CONCERN:

This letter is to provide assurance to the University of Colorado Denver, School of Education & Human Development (“UCD”), that [Name of Partner Site] is a willing partner in the research project described herein. By initialing, the duly authorized representative of [Partner site] confirms that he/she has clear and complete understanding of the proposed project goals and activities, and assures the following:

Initials:

_____ Sharing of any potentially personally identifiable information will follow protocols set forth in a separate Data Sharing Agreement that specifies all steps needed to comply with applicable federal, state and district data privacy rules.

_____ Whenever possible, data about students, personnel, or other individuals in a study will be re-coded by the Partner before providing data to UCD researchers, such that potentially personally identifiable information is anonymous to the researchers.

_____ This project qualifies as a **Quality Improvement** research study, meaning specifically:

- Intent of project is to improve a practice or process within a particular institution (school and/or district and/or community organization partner and/or governmental agency) or ensure that practice or process conforms with expected norms.
- Not designed to develop or contribute to generalizable knowledge; does not involve randomization to different practices or processes.
- Study of an activity endorsed or mandated by the institution as part of its operations.
- Unlikely to involve significant deviation from standard practice.
- Information on all or most receiving a particular intervention or undergoing a particular practice or process is expected to be included; exclusion of information from some individuals significantly affects conclusions.
- Findings of the study are expected to directly affect institutional practice, including possibly identifying corrective action(s) needed.
- Research participants (e.g., teachers, students, administrators, community members) expected to benefit directly from the activities.
- If/when published or presented to a wider audience, the intent is to suggest potentially effective models, strategies, assessment tools or provide benchmarks rather than to develop or contribute to generalizable knowledge. Any publication should footnote that the project was carried out as QI and did not meet the definition of research per DHHS regulations.

The representative of [Partner Site] further assures UCD that he/she has appropriate authority to engage the partner organization site in the proposed collaborative research project.

Agreed by Partner Site:

Agreed by UCD:

Sign: _____

Sign: _____

Print name: _____

Kent Seidel, PhD

Title: _____

Chair, SEHD Quality Improvement Review Committee

Researcher name / signature / date: _____