

SAMPLE: Letter of Agreement with other Departments

Chairman
Research and Institution Review Committee
The Queen's Medical Center
1301 Punchbowl Street, UT 505
Honolulu, Hawaii 96813

Re: Research study title:

Dear Chairman:

This letter is to verify that I have fully discussed the above research project with [applicable department] (e.g. Pharmacy, Diagnostic Laboratory Services, Imaging, Nursing, etc.), at The Queen's Medical Center.

_____, authorized representative from _____
Department at The Queen's Medical Center, agrees that we can perform this study as described in the research protocol and the Research Application.

The cost for these services will be _____

Outline any requirements for billing or any other item.

Signature of QMC department representative

Date

Signature of Principal Investigator

Date