MEMORANDUM FOR Name of Principal Investigator, Department of XXXX, Institution Name, Institution Address

SUBJECT: Command Support Letter for Research

1. References:
   b. Department of Defense (DoD) Instruction 3216.02, Protection of Human Subjects and Adherence to Ethical Standards in DoD-Conducted and -Supported Research
   c. Army Regulation 70-25, Protection of Human Subjects in Research
   d. USMA Regulation 70-25, Human Research Protections Program (HRPP)
   e. Identify other regulations that apply or agreements under which the support is provided. If there are none, delete this bullet.

2. Research Details:
   a. Name of Principal Investigator: Name
   b. Principal Investigator’s Institution: Institution
   c. Title of Protocol: Title
   d. Protocol Number: Number

3. Summary of the Research: Provide a brief synopsis of the research.

4. Access to USMA Resources. I approve the request for the Principal Investigator to access the following USMA resources under my command to support the conduct of the research:
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a. Access to information about USMA-affiliated personnel for recruitment to include describe relevant details.

b. Access to USMA-affiliated personnel, data, or specimens to include describe relevant details.

c. Access to USMA facilities to include describe relevant details.

d. Access to USMA equipment to include describe relevant details.

5. Military and civilian supervisors, officers, and others in the chain of command are prohibited from influencing their subordinates to participate in human subject research and may not be present during any recruitment sessions or during the consent process IAW §3.9.f. of Reference (b).

6. This approval to allow access to USMA resources for human subject research is provided on the following conditions:

a. The command will not provide access to USMA resources identified in section 4 of this memorandum until all applicable reviews have been completed. Contact the USMA HPD at HRPP@westpoint.edu with any questions about these required reviews.

b. The Principal Investigator will comply with the terms of its DoD or Federalwide Assurance for the protection of human subjects for this research.

c. Any unanticipated problem involving risks to subjects or others (UPIRTSO), suspension, or termination of IRB approval, or any serious or continuing noncompliance that are directly related to human subject research activities receiving assistance must be reported to the Army Human Research Protections Office (AHRPO) IAW §3.1.h. and 3.6.b.(6)(c) of Reference (b) with applicable copies sent to the point of contact (POC) identified below.

d. Records that document compliance with applicable sections of Reference (b) that are directly related to human subject research activities supported by USMA must be accessible for inspection and copying, as determined by AHRPO, by authorized DoD representatives IAW §3.6.b.(6)(d)(9) of Reference (b).

e. The Principal Investigator should obtain publication clearance review from my command before publishing or otherwise releasing findings from this research to members of the public (e.g., via abstracts), as applicable.

7. The data collected at USMA belong to USMA and may not be shared, transferred, or exchanged with anyone outside of the research team without prior authorization, except as specified in the approved protocol and associated agreements.
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8. Affirmation. I acknowledge that USMA assumes responsibility for ensuring the portion of the activity supported by my area of responsibility meets all applicable regulatory requirements through the oversight of my institution’s HRPP, or reliance on oversight provided by AHRPO.

9. The POC for questions and/or notifications regarding this request is Karen Peck, HPD at HRPP@westpoint.edu or 845.938.7385.

SIGNATURE BLOCK