Policy Title: Approval of Letter of Support for Research Activities

Policy & Procedure Statement:

This policy applies to all requests to write letters of support for research activities conducted by another institution.

ICOM routinely receives requests for letters of support for research activities conducted by other organizations. As a private, for-profit company, ICOM will be heavily scrutinized in all its activities in the 5-state region and beyond. To ensure ICOM’s reputation and image are protected, the research committee and Dean of ICOM will approve any external letters of support for research activities. This document establishes the policy and procedures that are to be followed before a letter of support for research activities can be distributed.

Procedure:

- The faculty member will send the proposed letter of support to the chair of the research committee. The faculty member is encouraged to discuss the letter with the chair before the submission.
- The chair of the research committee will distribute the draft letter to the research committee for review.
• The research committee will vote on the letter of support, and submit the majority recommendation along with reasons for dissenting votes to the ICOM Dean. The Dean will then either approve or disapprove the letter.
• If approved, the research chair will send a signed approval form to the faculty member. The faculty member can then distribute the letter of support to another institution.
• If disapproved, the research chair will send a disapproval form along with suggestions for modifications. After modification, a letter of support can be resubmitted to the research chair for a second consideration.

Approved by:

8.27.18

CAO/Dean __________________________ Date __________________________