ECHO

Environmental influences on Child Health Outcomes

A program supported by the NIH

Request Form Sample for Letters of Collaboration for Ancillary Studies From the ECHO Cohort Consortium

Since ECHO's online request form does not allow saving and returning after closing your web browser, we are providing a fillable pdf of the webform that you can use to draft your request for a Letter of Collaboration from the ECHO Cohort Consortium.

NOTE, you cannot email this sample pdf form to ECHO as your official request for a Letter of Collaboration. You will need to copy and paste your responses to each item into the official webform using the link provided near the bottom of this webpage

Letter of Collaboration Request

Please complete the following web form and provide all necessary attachments.

Ancillary Study Title *

Names, affiliations, and contact information of PI(s) and other investigators

Include applicant information first

Note: Full form online will have additional field options

Name *	Affiliation *	Contact Email *

ECHO Cohort Resources of interest: *

ECHO Cohort Platform Data

ECHO Cohort Platform Data and Biospecimens

Please provide name and credentials of analyst, with specific attention to prior work that qualifies them to undergo the ECHO Data Analysis Center's Certification Process *

Provide an overview of your proposed ECHO Cohort ancillary study. Be sure to include your primary hypothesis or research question, the objectives or aims, potential scientific impact, and exposures and/or outcomes of interest. If available, please include references from interested parties that support the potential impact of the proposed study. *

5500 Character Limit

Provide a rationale supporting your request for these data and/or biospecimens. Include a brief description of the sample size (with power calculation), demographic information, and time point data that are necessary to address your scientific question. *

2500 Character Limit

Provide a brief description of the proposed analytic plan *

2500 Character Limit

Upload a screenshot of your PlatIPUS query that indicates the data and biospecimens to which you are requesting access for the ancillary study. *

Please save file as **.pdf**

If requesting biospecimens, provide information on the proposed assays and laboratories you propose

Sample information Note: Full form online will have additional field options

Sample Type *	Required volume per specimen *

Timing of collection *

Describe the assay or methods for the requested samples, the laboratory you propose to use, and how you will address quality control or assurance *

5500 Character Limit

Approximate budgets to support ECHO Cores and Centers.

If you already have funding in hand, attach evidence of your funding source that will cover each item in full.

By checking the box below, you accept all required fees for your analyst to go through ECHO Data Analysis Center's certification process. * ☐

Data Analysis Center (Including Analyst Certification)	Laboratory Core
Coordinating Center	Measurement Core

Total Budget for ECHO Cores and Centers

Funding

Describe the funder, funding source, and how these funds would support the proposed Ancillary Study *

2500 Character Limit

By signing below, you commit to cooperating with the ECHO Data Analysis Center to finalize the budget and pay them to support ECHO's cloud-based platform for you to complete the Ancillary Study. This budget must also include paying for your analyst to undergo certification to access the ECHO Cohort Data Platform to perform your analysis. You also commit to cooperating with the ECHO Coordinating Center (and ECHO Measurement Core if you choose, which ECHO recommends) to finalize the budget and pay them to support your ECHO Cohort ancillary study. Not fulfilling this commitment in full could void any agreements between you and the ECHO Cohort Consortium to complete your ancillary study. *

If requesting biospecimens, by signing below you commit to cooperating with the ECHO Laboratory Core to finalize the budget and pay them for biospecimen handling, material transfer agreements, shipping, and any data sharing plans and data security agreements to complete the ancillary study; this budget will be in addition to assay costs. Not fulfilling this commitment in full could void any agreements between you and the ECHO Cohort Consortium to complete your ancillary study. *

Institutional Review Board (IRB)

Please note, if the planned ancillary study involves human subjects research, the ECHO Coordinating Center requires documentation of IRB approval. For projects not involving human subjects' research or considered exempt research, the ECHO CC requires documentation of exemption.

- Current ECHO Investigators: Provide a copy of the current ECHO sIRB approval.
- Non-ECHO Investigators: Obtain local IRB approval or documentation showing the project doesn't require review (e.g., exempt or non-human subjects research).

Supporting documents

Upload all documents supporting this Letter of Support Request, including IRB and funding documentation.

Please save all attachments as .pdf

Include any additional supporting documents *