



Request to Conduct Research at Facility

8/13/23

Contact Person
Cancer Center
Street Address
City, State Zip

Subject: Request to Conduct Research at Your Facility

Dear Madam/Sir:

We are writing to ask if you would like to participate as a facility partner in the project titled *Psychometric Evaluation of the Oncology Nurse Navigator Patient Assessment (ONNPA®)*. In this study we will be testing the 30-item Oncology Nurse Navigator Patient Assessment® (ONNPA®) tool to establish its validity and reliability with data collected by oncology nurse navigators at U.S. cancer centers.

The ONNPA® was specifically designed for oncology nurse navigators (ONNs) to allow the identification and monitoring of patient needs and barriers to cancer care. The ONNPA® is a peer-reviewed instrument that standardizes the clinical documentation of medical, genetic, environmental, and social determinants of health. The ONNPA® is currently the only open access instrument for ONNs. It was developed with the purpose of bringing equity to cancer care by offering a free assessment tool to rural or otherwise under-resourced navigation programs who lack access to standardized assessment instruments. The ONNPA® has been published in the *Clinical Journal of Oncology Nursing (CJON)* in December 2021 and has undergone preliminary validity testing. With this study we aim to apply statistical methods to test the ONNPA® for validity and reliability issues before recommending its widespread clinical use. We anticipate that the ONNPA® will level the playing field for all cancer navigation programs for a greater impact on improving protracted cancer disparity outcomes.

With this letter, we invite you to consider becoming a facility partner in the project. We are currently recruiting U.S. cancer centers that serve newly diagnosed cancer patients living in racial-ethnically and socio-economically diverse rural, urban, or metropolitan areas. The data collection period will range from September through December 2023. We encourage you to review the study protocol for details of the commitment, risks and benefits involved. To signal your intent to partner with us for this project, we would appreciate a written letter of permission to conduct research at your facility. An example letter of permission, which can be customized, is attached below.

Letter of Permission

This letter will serve as authorization for the Fort Lewis College, Durango, Colorado (“FLC”) research team, under the auspices of principle investigator (PI) Nora Flucke, PhD, RN, CCCTM, CNE to conduct the research project entitled *Psychometric Evaluation of the Oncology Nurse Navigator Patient Assessment* at [facility name and location] (the “Facility”).

The Facility acknowledges that it has reviewed the protocol and accepts the associated risks to and responsibilities of the Facility. The Facility authorizes the research project to proceed by providing the names and contact information of their oncology nurse navigators who will collect ONNPA[®] data on newly diagnosed oncology patients granted their eligibility and informed consent. The research project may be implemented at the Facility upon approval from the FLC Institutional Review Board.

If we have any concerns or require additional information, we will contact the PI and/or the [FLC’s Institutional Review Board](#).

Sincerely,

Facility’s Authorized Signatory

Date

Printed Name and Title of Authorized Signatory