**Endorsement Letter Template for Expression of Interest for Lead Researchers**

Instructions:

The required fields are in italics, please insert details as appropriate.

Electronic signature is acceptable

**Note:** an endorsement letter is a compulsory pdf attachment for Expression of Interest

For more information on the enduring Cancer Data Linkage (CanDLe) initiative, please see <https://www.cancer.nsw.gov.au/data-research/candle-initiative>

*[Institutional Letterhead]*

*[Date]*

**To The Cancer Institute NSW,**

**Re: Endorsement Letter for *[name of Applicant]*’s Expression of Interest to be a Lead Researcher in the enduring Cancer Data Linkage (CanDLe) initiative.**

|  |  |
| --- | --- |
| Applicant Name: |  |
| Applicant Institution and Department: |  |
| Institution and Department that data will be accessed from: |  |
| Secure Data Storage: |  |

On behalf of the *[Administering Institution]*, I *[name of Administering Institute Associate Dean of Research (Universities)* ***OR*** *Director of Cancer Services (Local Health Districts)]* endorse the above-mentioned Expression of Interest for Lead Researcher.

The Institution understands that a Lead Researcher is responsible for their nominated research group and will act as the curator/ controller of the research group’s secure data storage workspace.

This letter confirms the following regarding this Expression of Interest:

* The applicant has exceptional experience in collaborating with other researchers;
* The applicant has exceptional experience in leading research group/s;
* The applicant has previous experience in data interpretation and analysis using linked datasets;
* The applicant has previous experience in handling sensitive and re-identifiable data;
* The Institution has the necessary infrastructure and resources (physical, system, and financial) to maintain the data storage and management requirements;
* The Institution has appropriate data governance, breach management and ICT security policies.

**[Signature of Associate Dean of Research/ Director of Cancer Services]**