

Dear \_\_\_\_\_,

I am writing to introduce myself and invite you to consider joining our DSMB for a new community-based participatory research trial titled “[insert study title]” funded by [insert funding agency].

By way of introduction, I am [who, what, where]. My co-Investigator/colleague [insert name] recommended you as someone ideally positioned for board membership given your expertise in [name it], and I of course agree.

In brief, [insert project summary, including details such as sessions, participant criteria, intervention focus, and target population].

**Below is a quick synopsis regarding meetings and payment for DSMB members:**

**DSMB members:** The DSMB will have up to [list number of members and areas of expertise] (*Example: one diabetes care expert, one individual with expertise doing community-based participatory research with Tribal communities, and one biostatistician.*)

**Meeting schedule:** The frequency of DSMB meetings will depend upon the rate of study enrollment, safety issues, data availability, and interim analyses; we expect roughly 3-4 meetings per year via zoom or telephone. The first meeting is anticipated to occur [date].

**Meeting format:** Meetings will consist of open and closed sessions. Open sessions will begin with investigator presentation of goals, current progress, and any specific requests in which the investigative team is seeking DSMB guidance. Investigators will be available for questions from DSMB members in attendance and will allow sufficient time for DSMB questions and discussion. The closed portion of the meeting will take place with only DSMB members in attendance. The DSMB Chair will record recommendations and submit to the sponsor and the PI.

**Payment:** DSMB members will receive a [dollar amount] honorarium for each meeting.

I am happy to answer any questions you have and grateful for your consideration. Please feel free to write or call my cell: [phone number]

Thank you,