

Dear _____,

I am writing to introduce myself and invite you to consider becoming the DSMB Chair for a new community-based participatory research trial we are starting, called “[insert study title]” recently funded by [insert funding agency].

Project Summary

[Insert project summary, including details such as sessions, participant criteria, intervention focus, and target population]

Project Timeline (Example)

Fall 2019 – Winter 2020: Curriculum Updates, Adaptation, and Piloting
Spring – Summer 2020: Hiring Family Health Coaches and Evaluators (interviewers)
Summer 2020: Families Recruited for Group 1 or Group 2 Assignment (Group 1 enrolls immediately; Group 2 serves as “wait list” control group to receive lessons later)
2020-2023: Program Delivery & Evaluation
2024: Sharing Results; Scaling up to other communities (if program is effective)

Meetings and Remuneration

The frequency of DSMB meetings will depend upon the rate of study enrollment, safety issues, data availability, and interim analyses. The first meeting is anticipated to be [date]. 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.

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

I hope this activity will have strong relevance to your work. For more information, the DSMB charter is attached.

Thank you for your consideration!