

Dear QTP Applicant,

Please use the following template letter to confirm support from your organization for the Quality Training Program (QTP) and to demonstrate your commitment to the project. As part of a complete application, ASCO requires a letter of support from the project sponsor. Please ensure that the letter is signed and uploaded as a PDF along with your team's application.

Please note that ASCO requires senior leadership commitment to the improvement project and to the protection of participants' time. ASCO also recommends that the core team sends periodic updates to the project sponsor.

Thank you for your interest in the Quality Training Program, and we look forward to receiving your complete application.

Best,

ASCO Quality Training Program Staff

[APPLICANT NAME]
[APPLICANT TITLE]
[APPLICANT ORGANIZATION]
[APPLICANT CONTACT INFORMATION]

[DATE]

American Society of Clinical Oncology
2318 Mill Road, Suite 800
Alexandria, VA 22314

Dear ASCO Quality Training Program Staff:

Please accept this confirmation of support from [INSERT ORGANIZATION NAME] for our application to the Quality Training Program. We are excited to participate in the six-month course designed to help our practice improve the quality of cancer care delivery.

To demonstrate our commitment to the project, we have assembled a multidisciplinary core team consisting of the following individuals:

| Name | Title/Role |
|-----------------------------|-----------------------------------|
| [Insert team member 1 name] | [Insert team member 1 title/role] |
| [Insert team member 2 name] | [Insert team member 2 title/role] |
| [Insert team member 3 name] | [Insert team member 3 title/role] |
| [Insert team member 4 name] | [Insert team member 4 title/role] |
| [Insert team member 5 name] | [Insert team member 5 title/role] |

We understand that the Quality Training Program includes in-person learning across three sessions throughout the six-month period, hands-on learning specific to our practice, and one-on-one work with a specialized QTP Coach. We also understand that all team members are required to attend the three learning sessions, which will take place at ASCO's Alexandria, Virginia Headquarters on the following meeting dates:

| Learning Session | Date | Location |
|-------------------------|---|--|
| Learning Session 0 | June 26, 2024 | Virtual |
| Learning Session 1 | Thursday, July 11 – Friday, July 12, 2024 | ASCO's Alexandria, Virginia Headquarters |
| Learning Session 2 | Thursday, September 19 – Friday, September 20, 2024 | ASCO's Alexandria, Virginia Headquarters |
| Learning Session 3 | Friday, December 13, 2024 | ASCO's Alexandria, Virginia Headquarters |

We commit to providing devoted time for the core team to work on the project and ensuring attendance by all core team members at all three in-person meetings for the QTP Summer 2024 session.

As Executive Sponsor, I commit to providing the requested resources, leadership, and participation as expected to assure the completion and success of this project. I also commit to suggested monthly check-ins with the core team, during which I will ask key questions about the project progress and milestones.

We understand that completing the coursework makes participants eligible up to 2 Fellow of the American Society of Clinical Oncology (FASCO) points for successfully completing the quality improvement project. We are prepared to fulfill our obligation to cover the expenses for travel and accommodations for all team members to attend.

We look forward to having our team form a high-functioning quality improvement team, identifying clinical and operational targets for quality improvement, planning and implementing change strategies, analyzing and using data to guide quality and implementing change strategies, analyzing and using data to guide quality improvement plans, and identifying strategies to evaluate effective problem and aim statements.

Please let us know if there are any additional requirements or information needed to complete our application. We look forward to the opportunity to participate in the Quality Training Program and thank you for your consideration.

Sincerely,

[INSERT SIGNATURE]

[INSERT NAME AND CREDENTIALS]

[INSERT TITLE] [INSERT ORGANIZATION]

[INSERT CONTACT INFORMATION]