**SAMPLE LETTER**

Date

Cynthia C. Griffin, Ph.D.

University of Florida

1403 Norman Hall

P.O. Box 117050

Gainesville, FL 32611

Dear Dr. Griffin,

The (Name of School) is pleased to support your research grant proposal titled, “Efficacy of Prime Online: Teacher Professional Development for Inclusive Elementary Mathematics Classrooms.” We understand this project, if fully funded, will offer one general elementary or special education fourth-grade teacher from our building an online professional development opportunity focused on enhancing his/her mathematical content knowledge, mathematics strategy instruction for supporting students with disabilities and other struggling learners in inclusive general education classrooms, and the use of screening and progress monitoring within a model of classroom-based teacher research.

We understand that the research project involves the use of both teacher and student assessments, classroom observations, and incentives for teacher and student participation. Specifically, teacher participant from our school and the teacher’s students will complete assessments online, including four teacher measures and one measure of student understanding of fractions. Classroom observations will also be conducted virtually from the University of Florida using software that provides a platform for secure video recording and sharing among teacher participants and research faculty (i.e., Torsh TALENT). Upon completion of the program, the teacher from our school will receive one thousand dollar stipends and students will receive ten dollar gift cards for their involvement in the study.

Our school is willing to support the project by helping to recruit a teacher participant, facilitate the research approval process with that teacher and families of students, and assist in accessing all participating students’ demographic information and Florida Standards Assessment (FSA) scores.

Sincerely,

Name

Title

School

District