

Dear [NAME],

[ORGANIZATION NAME] is committed to excellence in autism service delivery. It is part of our strategic vision to hone the skills of our clinicians and improve the outcomes of patients by embracing the scientist-practitioner model, allowing research to inform our practice and, in turn, identifying practice questions that drive applied research. To ensure that we remain a leader in improving both patient lives and the field of ABA at large, we have worked to establish infrastructure to support our internal research initiatives.

We are now seeking leadership in the oversight of research activities to protect the rights and safety of research participants. Given your experience [as a highly productive applied researcher in the field of applied behavior analysis / as a highly respected and trusted community advocate / as a highly regarded educator in the field of applied behavior analysis], it is our pleasure to invite you to serve as a member of our Research Review Committee (RRC).

**Commented [KH1]:** Tailor this to the individual's background and expertise

RRC members are responsible for determining that the rights and welfare of human subjects in research are adequately protected. This includes but is not limited to the following actions:

1. Attend virtual RRC meetings via Microsoft Teams 2-4 times annually, as feasible. Meeting duration will range from 30-90 minutes.
2. Prepare for RRC meetings by reviewing all relevant research protocols to determine if applicable regulatory criteria and RRC policies related to the protection of human subjects are satisfied.
3. Vote to approve, deny, or pend proposals at full committee meetings.

Committee members will be required to complete basic training in human subject protection, including 7 self-paced instructional modules totaling 6.5 hours in duration. Members will be appointed for a 2-year term. If continued service is deemed agreeable, the member may be reappointed to serve a renewable 2-year term.

If you are able to accept this invitation, we would be most appreciative of your time and effort in helping [ORGANIZATION] fulfill its mission. Please let us know if you can assist. Thank you in advance for your consideration.

Sincerely,