**<Date>**

Dear HOPA-ASCO QTP Selection Committee,

By signing this form, I declare my full support for **<Candidate’s Name>** to participate in the HOPA-ASCO 6-Month Quality Training Program (QTP) as a team lead, beginning September 2022 and concluding in March 2023. I have reviewed the program expectations below as well as the time commitments and attest the participant, along with a two additional team members, will be granted the ability to participate in the following required activities. The participant is expected to attend the following activities in-person unless otherwise stated:

* Attend the HOPA-ASCO QTP program initial meeting to be held in Washington, DC, in conjunction with HOPA Practice Management Program in September 2022
* Attend a one-day virtual coaching meeting in January 2023
* Attend the HOPA-ASCO QTP program final presentation meeting held in conjunction with the 2023 HOPA Annual Conference in Phoenix, Arizona in March 2023

In addition, the participant has my full support to form and lead an interdisciplinary quality improvement team at our site with myself (or <stated designee>) to serve as the project sponsor. In my role as project sponsor, I will be responsible for supporting the team in resourcing, including obtaining necessary data, and implementing their quality improvement project. I will receive status updates related to project status at designated times and I will be available to meliorate project barriers that may arise throughout the duration of the project. Additionally, I understand that this is a longitudinal program and project, and the team is projected to spend at least two hours per week on activities to ensure successful completion of the program and project. Since the quality improvement initiative identified by the [leader name] focuses on [name of institution], some of this work will need to be completed during scheduled work hours and the project will ultimately impact practice at [name of institution].

I understand that HOPA is financially supporting the majority of the participant’s involvement in the HOPA-ASCO QTP Program, and the practice site will be responsible for $1,899 per team to cover expenses of the program.