

Travel Alert: PI/Chief Authorization Template

Use appropriate Hospital/Department letterhead

Date

To whom it may concern:

This letter authorizes <NAME> to travel with <HOSPITAL NAME> research data on their electronic devices under the conditions outlined below. As Principal Investigator and institutional custodian of the research data owned by the hospital, I have been authorized to provide permission for data possession and transport.

The data in <NAME>'s possession are copies not originals; the originals are retained in my lab/research group in accordance with institutional policies.

Statement of why the individual is traveling with the data.

Include a statement which describes where the data are located (laptop, external hard drive, flash drive, etc.)

State the dates of travel

State the country to which the individual is authorized to take the data.

Upon their return to the U.S. they will return to your lab and work under your supervision.

Sincerely,

PI Signature

Name, credentials, title