



**Quality Training Program (QTP) applicants must prove senior leadership commitment to the improvement project and to the protection of participants' time. ASCO requires a letter of support from the project sponsor as part of a complete application. ASCO also recommends that the core team send periodic updates to the project sponsor. Below you can find specific information on expectations and a template your executive sponsor can use to show support for and commitment to the project.**

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[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 consideration of our application to the Quality Training Program. As Executive Sponsor, I commit to providing the requested resources, leadership, and participation as expected to assure the completion and success of this project.

The core multidisciplinary team will consist of the following, including myself as an Executive Sponsor:

<i>Name</i>	<i>Title/Role</i>
<i>[Team member name]</i>	<i>Executive Sponsor</i>
<i>[Team member name]</i>	<i>ASCO Physician Member</i>
<i>[Team member name]</i>	
<i>[Team member name]</i>	
<i>[Team member name]</i>	

Per the QTP requirements, I commit to provide devoted time for the core team to work on the project as well as ensure attendance by all core team members at all three in-person meetings for our chosen session, listed below for winter 2025 in Pembroke Pines, Florida:

- Learning Session 0: Thursday, December 5, 2024 (Virtual)
- Learning Session 1: Thursday, January 9 – Friday, January 10, 2025 (In-Person)
- Learning Session 2: Thursday, March 6 – Friday, March 7, 2025 (In-Person)
- Learning Session 3: Friday, June 13, 2025 (In-Person)

I understand that the QTP will provide an experienced improvement coach to assist the core team throughout the course, as well as example key questions I can discuss with the core team to monitor progress. As an Executive Sponsor, I commit to monthly check-ins with the core team, during which I will review the coaching reports and ask these key questions about the project progress and milestones.

Sincerely,  
[INSERT SIGNATURE]

ASCO® Quality  
Training Program

[INSERT NAME AND CREDENTIALS]

[INSERT TITLE]

[INSERT ORGANIZATION]

[INSERT CONTACT INFORMATION]