

**DHS PREDICT Sponsorship Letter Form  
Cover Sheet**

1. Department Name: Department of Homeland Security
2. Component/Agency Name: Science and Technology Directorate
3. OMB Control Number: 1640-0012
4. Expiration Date: 08/31/2010
5. Agency Form Number: DHS Form 10040 (12/07)
6. Name of Form: Sponsorship Letter
7. Purpose of Form: Sponsorship letter that allows organizations to request that the organization's personnel's applications be considered to join the PREDICT community
8. How to submit: Sign and fax to the PREDICT Coordinating Center, RTI International, Attn: Renee Karlsen, 866.835.0255 (toll free).

# PREDICT SPONSORSHIP LETTER FOR PREDICT ACCOUNT



## READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING

Thank you for your interest in joining the PREDICT community. All Researchers must have a sponsoring organization in order to obtain a PREDICT account. A PREDICT account enables a Researcher to access the PREDICT catalog of datasets and to request the use of those datasets. A completed and signed sponsorship letter must be received by the PREDICT Coordinating Center before your application for an account as a Researcher can be considered. Sponsorship letters must be signed by a supervisor or manager with authority to act on behalf of your organization.

### **Definition of Researcher**

A Researcher may be an individual or it may be an entity, such as a corporation that desires to have a team of personnel conduct specific cyber security research and development (R&D). If the Researcher is an entity, the entity must name a Data Custodian who is the person designated to have a PREDICT account and request datasets on behalf of that entity. Entities may have more than one Data Custodian, with each person having a PREDICT account. Researchers in an academic environment usually have individual PREDICT accounts and are sponsored as individuals by their institution. An individual Researcher may involve others in the R&D project that he/she plans to conduct using PREDICT datasets.

### **INSTRUCTIONS**

**Researchers seeking an individual PREDICT account** must submit the attached Sponsorship Letter *on the sponsoring organization's letterhead* to the PREDICT Coordinating Center (PCC). Check the box: Sponsorship of Individual as Researcher. The letter must be signed by a supervisor or other appropriate manager from the sponsoring institution who has authority to act on behalf of the organization. Individuals named as Researchers must be employed by or affiliated with the Sponsoring Institution. The completed and signed Sponsorship Letter must be received by the PREDICT Coordinating Center (PCC) before a PREDICT account will be assigned. After the Sponsorship Letter has been accepted by the PCC, the actual application for a PREDICT account is made by the individual Researcher(s) through the PREDICT portal at <http://www.predict.org>.

**Organizations who are seeking to be an entity acting as a Researcher** must submit the attached Sponsorship Letter *on the sponsoring organization's letterhead* to the PREDICT Coordinating Center (PCC). Check the box: Sponsorship of Entity as Researcher. The letter must be signed by a supervisor or person who has authority to act on behalf of the organization. The Sponsorship Letter must designate a Data Custodian(s) to have a PREDICT account and manage research for the organization. Reminder: a Data Custodian is the individual with primary responsibility for the receipt, security, oversight, use, and return of the Data that is obtained from PREDICT for a particular research effort. The Data Custodian does not have to be an employee of or affiliated with the

**Privacy Act Notice: DHS Authority to Collect This Information:** The Homeland Security Act of 2002 [Public Law 107-296, §302(4)]. **Principal Purpose:** DHS collects name, organization and title (if any), email address, home and/or work address, and telephone numbers for the purpose of contacting individuals regarding the PREDICT project and/or their involvement with PREDICT. **Routine Uses and Sharing:** Some of your information will be disclosed to PREDICT team members, such as data hosts, data providers, PREDICT contractors, the PREDICT Coordination Center, the advisory board, and review board members to help us deliver requested PREDICT services and operate the PREDICT web site and deliver the services you have requested. Unless you consent otherwise, this information will not be used for any purpose other than those stated above. However, DHS may release this information of an individual on a case-by-case basis as described in the DHS/ALL-002 System of Records Notice (SORN), which can be found at: [www.dhs.gov/privacy](http://www.dhs.gov/privacy). **Disclosure:** Furnishing this information is entirely voluntary; however, failure to furnish at least the minimum information required to register (to include full name, email address,) will prevent you from obtaining authorization to access system.

**PRA Burden Statement:** A U.S. Government agency may not conduct or sponsor an information collection and a person is not required to respond to this information collection unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1640-0012 and this form will expire on 08/31/2010. The estimated average time to complete this form is 60 minutes per respondent. If you have any comments regarding the burden estimate you can write to Department of Homeland Security, Science and Technology Directorate, Washington, DC 20528

Sponsoring Institution. After the Sponsorship Letter has been accepted by the PCC, the Data Custodian(s) apply for PREDICT accounts through the PREDICT portal at <http://www.predict.org>.

### **INSTRUCTIONS FOR ALL APPLICANTS**

- Put the text of the Sponsorship letter onto your organization's letterhead.
- Fill in appropriate names, dates, and other requested information; do not omit any of the information, as incomplete letters will be returned and the process delayed accordingly.
- Do not use abbreviations for organization names, schools, departments, etc.
- Fax the signed (866) 835-0255 (toll free) or email a PDF file of the letter to [PREDICT-contact@rti.org](mailto:PREDICT-contact@rti.org).
- PCC will notify you of acceptance/rejection of the Sponsorship Letter usually within one week from receipt.

### **QUESTIONS OR NEED ASSISTANCE?**

Contact the PCC for assistance via email at [PREDICT-contact@rti.org](mailto:PREDICT-contact@rti.org).

\_\_\_\_\_  
Today's Date

RTI International  
PREDICT Coordinating Center  
Attn: Renee Karlsen  
P.O. Box 12194  
Research Triangle Park, NC 27709-2194

**SUBJECT: Sponsorship Letter for PREDICT Account**

Dear PREDICT Coordinating Center:

I am sending this Sponsorship Letter for Researcher access to PREDICT data by \_\_\_\_\_ (enter name of entity or individual(s) being sponsored). I understand that a Sponsorship Letter is required for access to PREDICT data, and that this letter must be signed by a person who has authority to act on behalf of the sponsoring institution. I have such authority. I understand that a Researcher may be sponsored individually by an organization or an organization may submit a Sponsorship Letter for the entity itself to function as a Researcher, naming one or more Data Custodians as the persons who will apply for PREDICT accounts and be responsible for the research and PREDICT data used by the entity. This letter is (check one):

- Sponsorship of Individual(s) as Researcher (if desired, more than one individual can be listed on a Sponsorship Letter if each Researcher would like to have a PREDICT account).
  
- Sponsorship of Entity as Researcher (if desired, more than one individual can be listed on a Sponsorship Letter as Data Custodian)

This letter is being sent on behalf of the following individual(s) or on behalf of the following Data Custodian(s) who will apply for PREDICT accounts on behalf of this organization:

Full Name (Name of Researcher or Name of Data Custodian)	Organization Name	Department/ Business Unit	Title	Years With Org

The above named persons have a legitimate need for PREDICT data, owing to their position within their department or business unit, and the responsibilities assigned to them.

If this is a Sponsorship of Individuals as Researcher(s), I hereby confirm that the above individual(s) is/are currently affiliated with this organization, is/are in good standing, and serve in the capacity noted above. I, or any successor in my role, will inform the PCC if any of the above named individual(s) leave our organization or otherwise have changed circumstances calling into question or eliminating their need for PREDICT data.

If this is a Sponsorship of Entity, I hereby confirm that the above named individual(s) will serve as Data Custodian(s) for our organization and are trusted by this organization to be responsible for PREDICT data and research efforts on its behalf. I, or any successor in my role, will inform the PCC if any of the individual(s) named above as a Data Custodian is/are no longer in that role or is/are no longer in charge of the data and associated research effort. At the same time, we will provide information on the Data Custodian(s) who will replace the previous one(s).

This organization appreciates the importance of cyber security and the value of R&D efforts in this area, and we are pleased to support the PREDICT project through this Sponsorship Letter. Please let me know if you need any further information.

Sincerely,

---

Signature

---

Date

---

Name Printed or Typed

---

Title or Position

---

Email

---

Telephone