

General Guidelines for Letter for Site Cooperation or Authorization

1. When off-campus sites are included in the study, you must receive authorization from each site, explaining the research and asking permission to conduct the study on site. This authorization should be mentioned in the protocol, and the locations should be noted in protocol item #11.
2. The letter should define each of the following:
 - a. Authorization to contact potential participants. (The site may provide contact information.)
 - b. Authorization to recruit potential participants.
 - c. Authorization to collect data.
3. If on-campus students will be recruited, a letter or e-mail should be received from the department head and/or the faculty member for the course(s) in which the students are enrolled.
4. The Primary Investigator must ask for the authorization/cooperation letter from each entity that agrees to allow the research to take place at that location. The authorization letter must be on file with the IRB before any activity is conducted at that site.
5. The letter must:
 - a. Be on company/organization/department letterhead,
 - b. Must be specific, stating the name of the Investigator and the title of the protocol,
 - c. Include a brief summary (a sentence or two) of the protocol to confirm their understanding of the study,
 - d. Describe what they have agreed to allow the investigator to do including any restrictions or limitations,
 - e. Describe what responsibilities, if any, they are assuming (example- will they allow their employees to use work time to fill out surveys, will they provide on-site location for your research, will they give access to files, etc),
 - f. Include a statement that the investigator will provide a copy of the IRB-approved, stamped consent document to the person writing the authorization,
 - g. Include the time frame (if any) involved in completion of on-site activities,
 - h. Describe any benefits to the company, including their request for a copy of any aggregate results, and,
 - i. Whoever signs the letter needs to add their printed name, title and date of signature.
6. The investigator may want to provide a sample or outline to the campus or off-campus entity so that all permission letters will be complete (see on-line samples).
7. The protocol can be submitted without all authorization letters having been received, however **at least one authorization letter must be included in the protocol**. After protocol approval, all letters must be forwarded to the IRB before research can be initiated at those locations.