

Site Authorization/Cooperation – Guidelines for research at schools

1. Obtain an authorization letter for each location where research will be conducted. A letter for each site must be on file with the IRB before research can be conducted at each location.
2. The letter should include the investigator's name and title, the title of the research protocol, with a brief summary of the protocol to confirm their understanding of the study. Include a statement that they will receive a copy of the IRB-approved, stamped consent document. The letter should define each of the following, if applicable: 1) Authorization to *contact* potential participants. (The site might provide contact information.), 2) Authorization to *recruit* potential participants, and, 3) Authorization to *collect data*.
3. The letter should state what they have agreed to allow the investigator to do, including any restrictions or limitations and what responsibilities, if any, they are assuming. Describe any benefits to the school, including their request for a copy of the any aggregate results.
4. Include the time frame involved or any time restrictions.
5. The authorization letter must be on school letterhead and include the title and signature of the school representative who gives the authorization (usually the principal or superintendent).

Sample school site authorization letter

SCHOOL LETTERHEAD

Date _____

Institutional Review Board
East Stroudsburg University
East Stroudsburg, PA 18301

Dear IRB Members,

After reviewing the proposed study, “the Value of Research”, presented by Mr. X, a graduate student at East Stroudsburg University, I have granted permission for the study to be conducted at School Name.

The purpose of the study is to determine if _____. The primary activity will be _____. Only students in the _____ grade are eligible to participate.

I understand that _____ will occur for *three weeks during normal classroom instruction, and during students' regularly scheduled spelling instruction. This is a daily event, with lessons lasting from 20-25 minutes.* I expect that this project will end not later than _____ date _____. Mr. X will *contact* and *recruit* our students and will *collect data* at School Name.

I understand that Mr. X will receive parental/guardian consent for all participants, and have confirmed that he has the cooperation of the classroom teachers. Mr X has agreed to provide to my office a copy of all East Stroudsburg University IRB-approved, stamped consent documents before he recruits participants on campus. Any data collected by Mr. X will be kept confidential and will be stored *in a locked filing cabinet in his ESU advisor's office*. Mr. X has also agreed to provide to us a copy of the aggregate results from his study.

If the IRB has any concerns about the permission being granted by this letter, please contact me at the phone number listed below.

Sincerely,

Mr. B Good, Principal,
Goodkids Elementary School