[Insert Affiliation Letterhead]

Date:

To:
Stephanie Peña, Director of Institutional Ethics & Compliance
Elizabeth Richardson, Institutional Review Board Chair
University of Massachusetts – Dartmouth
285 Old Westport Road, N. Dartmouth, MA 02747

From:
[Insert Official’s Name],
[Insert Official’s Qualifications (e.g., source and scope of authority, location, membership)]

Topic: [Protocol Title]

Dear IRB:

[Include a statement which clarifies the official’s authority to grant permission for research conduct at the external site].

I am aware the [Site Name] was selected because [Insert Reason].

I am aware the protocol: [Protocol Title] entails [Describe the purpose of research and research activities to be done at site. Describe potential participants, clarify where, when, and how potential participants will be recruited then enrolled, and the # of participants to be included].

The investigator: [Insert Investigator’s Name] [is or is not] associated to the [Organization Name] (if associated, describe the investigator’s relationship to organization). [Include a statement which delineates if results are to be shared with this organization and then clarify when and how results will be shared].

I, [Insert Name of Oversight Person] have reviewed the study design, recruitment, enrollment, and procedure plans of [Protocol Title] and hereby grant permission [Insert Investigator’s Name], a [graduate/undergraduate/student/researcher/professor] at the University of Massachusetts – Dartmouth permission to conduct [Protocol Title] at [Name of Organization and Site’s Address].

If you have any questions or concerns, please feel free to contact me via [Insert Contact Information].

Sincerely,

[Insert Official Signature]