

IRB EXTERNAL SITE LETTER OF SUPPORT TEMPLATE

(This sample template includes instructions and language denoted in boldfaced within brackets []).

[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]