

IRB INTERNATIONAL RESEARCH LETTER OF CULTURAL APPROPRIATENESS 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 Name of Local Leader or Expert *(Note, the local leader or expert must be experienced with the culture of the target population, be independent from the conduct of research, not receive compensation or of any kind of incentive from the researcher and cannot provide approval if the country has promulgated standards or a local review body.)*]

[Insert Qualifications *(e.g., source and scope of authority, location, membership)*]

Topic: **[Protocol Title]**

Dear IRB:

[Include a statement which indicates how the individual providing insight has expertise in the local context *(ethnic, racial, and linguistic differences; cultural sensitivities (culture, traditions, and religious norms); family structures and dynamics; community decision-making patterns; and class consciousness and socioeconomic realities;)* **of the country/region where the research will take place].**

I am aware the **[International 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]**.

I, **[Insert Name of Oversight Person]** have reviewed the study design, recruitment, enrollment, and procedure plans of **[Protocol Title]** and attest none conflict with the local cultural and social norms of the **[Insert Name of the Country/Region]**.

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

Sincerely,

[Insert Official Signature]