**Permission Letter Template for Recruitment or Data Access**

**Directions: Delete all directions. Begin the letter after the line and with the location’s own letterhead.**

1. Upload the signed version with your [IRBNet](http://www.irbnet.org) package. Do not email or mail to MU’s IRB or ERC.
2. Create the letter, have it placed on the organization’s letterhead and hand-signed by an authorized official (include the official’s title and contact information). Do not use signature typefaces.
3. For recruitment of participants or data access at MU, refer to our [permission chart](http://www.marywood.edu/irb/permission-chart.html).
4. The organization should not explain the study or become actively involved in recruiting or obtaining consent, unless you name associated individuals as part of the research team with completed CITI training. It is acceptable for an organization to hand out recruitment documents, mail packets or forward email recruitment messages on your behalf, but you, as the investigator, must answer any questions.
5. Education Department researchers: Do not submit the “letter of consent for research implementation” document, which had circulated in your area in the past. Instead, use this template.
6. **In the second paragraph, below (I will allow…),** describe what the official will allow, such as release of records or ability to recruit participants. Be as specific as possible. For example:
   * + - My designee will give the PI (or team) access to post a message to the grad/undergrad list serve
       - I will forward the investigator’s email recruitment message to potential participants (or will mail the investigator’s research packet, etc.).
       - I will allow the investigator to post flyers to a bulletin board at my business (or other specified area).
       - I, or my designee, will release math grades for consenting, adult participants.

<*Insert date*>

Re: <*Insert your study’s title>*

Dear <*Institutional Review Board or Exempt Review Committee*>:

This letter confirms that as an authorized representative of <*insert organization’s name>,* I am aware of <*insert investigator’s name or investigators’ names>* research project and protocol.

I will allow the investigator <*to recruit at \_\_\_\_\_/access to data*>. Specifically, <*Describe recruitment, data access or other activities*; *see above directions for examples*>. **However, activities may commence only after the investigator provides evidence of final approval from Marywood University’s IRB or ERC for the proposed project.**  
If you have any questions, please contact me at <insert email address and/or phone number>.

Sincerely,

<***Official’s actual signature here***>

<*Insert Name of Official*>

<*Insert Title of Official*>