Site Agreement Letter

[*Note to the researcher: Please use this template when creating site agreement letters for your studies. See directions and examples (in brackets, italicized). Be sure to update these accordingly for the given study and remove as needed.*]

Date:

Dear Daemen University Institutional Review Board (IRB):

I am aware that [*Student Name/Researcher Name*], Daemen University [*student/faculty*], will be conducting a study related to [*topic/purpose of study*], [*as part of (his/her) degree requirements for (degree-granting/course/program/department title) – If relevant*]. I give full permission for [*Student Name/Researcher Name*] to [*conduct/recruit participants for her/his study*] entitled [*“Title of Study”*] here at [*Place/institution that research will be completed*]. I have the authority to grant this permission because [*explain why the authority’s role/credentials give him/her the authority to grant permission (e.g., ‘because I am the director of institutional research and am in charge of approving all research that occurs at the site.’)*]

I understand that the researcher(s) will be recruiting participants who [*list inclusion criteria*] by [*method of recruitment (include details related to who will assist in recruitment; for example, who will send out the recruiment notice)*]. I understand that participation in this study involves [*brief explanation of procedures including method of data collection and time required (for example, ‘quantitative analysis of an anonymous on-line survey that will take approximately 20 minutes to complete’, ‘qualitative analysis of individual interviews that will last approximately each hour each’, etc)*].

I understand that the identity of the participants and the organization will remain confidential, that no one at the facility will know who participated in the study, and that our institution may receive a copy of the study findings in *aggregate* form only. I also understand that the researcher(s) will provide me with IRB approval documentation prior to study implementation.

Sincerely,

SIGNATURE [*should be handwritten and scanned or should be an electronic signature created using the signature tab or other e-signature creation method*]

Authority name, credentials, role/position