# Letter for Site Cooperation or Authorization General Guidelines

1. When sites are included in the study that are assisting in the research (e.g., providing mailing lists/names & addresses/handing out recruitment flyers to selected clients), documentation that this location understands the project and agrees to assist the Investigator must be received from each site. When submitting your protocol, please let the IRB know that you are aware that you must obtain this documentation and that you have either uploaded this file (signed letter or email) or are in the process of obtaining permission. Each research site should be listed on the “Location checklist” section of your protocol.
2. If on-campus students will be recruited from a classroom or lab, a letter or e-mail should be received from the department head and/or the faculty member for the course(s) in which the students are enrolled. This letter or entire e-mail file should be uploaded into the attachments section of eProtocol under “Letters of Cooperation/Agreement.”
3. The letter or email should include the Investigator’s name and title of the research project. The letter should also include each of the following:
   1. That the organization is familiar with the scope of the project
   2. That the organization is satisfied that individuals it is involving are adequately protected as human research participants
   3. That the subjects’ participation is voluntary
   4. What the organization’s involvement will entail.

This letter can be submitted to the IRB either as a 1. **Scanned signed letter**, OR 2. **Saved email file**.  
  
**Letter:** The letter needs to be signed by someone who has the authority to authorize the research for  
their organization (this is the person who is designated to legally, contractually, obligate the organization) and should be on their letterhead. Please scan and upload the letter as a .pdf file in the Attachments section of eProtocol (under “Letters of Cooperation/Agreement”). The IRB does not need the original signed letter, but the uploaded letter needs to have a signature.  
  
**Email:** The IRB will also accept an email from the organization. Please save the entire email (i.e., please don’t just copy and paste the body of the email). The IRB will accept an email Letter of Cooperation if you save the entire email; the file should include: To/From/Subject/Date/Time stamp. This email file should be uploaded into the attachments section of eProtocol (under “Letters of Cooperation/Agreement”).

1. To save the site or agency time and effort, the Investigator may want to provide a sample letter or outline to the entity so that the permission letter will be complete (see on-line samples here: link).
2. The protocol can be submitted without all authorization letters having been received. Conditional approval of the protocol will be made once all other pieces of the protocol are finalized. After conditional approval, all letters must be submitted as an Amendment and uploaded into eProtocol before research can be initiated at those locations.