

# ***SAMPLE***

## **Institutional Review Board Site Authorization Letter**

DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear Ms./Mr./Dr. NAME:

I have reviewed your request regarding your study and am pleased to support your research project entitled "TITLE." Your request to use the facilities at ORGANIZATION/INSTITUTION NAME as a research or recruitment site is granted. The research will include DESCRIPTION (e.g., classroom observations, interviews with participants who have granted permission to be included in this study). This authorization covers the time period of START DATE to END DATE. This site authorization is contingent on receiving IRB approval from the committees at Hampshire College (and EXTERNAL INSTITUTION, if necessary). We look forward to working with you.

Sincerely,

Name

TITLE