

INSTITUTIONAL LETTER HEAD

{Date}

Institutional Review Board
8488 E Campus Circle Dr Buller Hall Room 234
Andrews University
Berrien Springs, MI 49104-0355

Subject: Letter of Authorization to Conduct Research at {Name of Institution}

Dear Institutional Review Board:

Based on my review of the proposed research by {name of researcher}, I give permission for the researcher to conduct the study entitled "*Title of Study*" within the {insert name of institution/ at location}. I authorize the researcher(s) to {insert general descriptions of researcher's activities at the site, e.g., specific recruitment, data collection, and results dissemination activities}. The permission has been granted to the extent of the procedures outline in the IRB protocol we have reviewed. Individuals' participation will be voluntary and at their own discretion. Therefore, the researcher will have to obtain informed consent prior to the subjects' participation.

We will provide the researcher with needed support: {insert descriptions of the following, as applicable: personnel, rooms, resources, and supervision that will make the data collection possible etc} to make the data collection process a success.

We understand that the research will include {insert brief description of the interaction with human participants at the site}.

We understand that the data collected will remain entirely confidential and may not be provided to anyone outside of the research team without permission from the Andrews University IRB.

Please feel free to contact us if you have any concerns or require additional information.

Sincerely,

Sincerely,

{Authorization Official signature}

{Title & Contact Information}