

Letter of Agreement

Creighton University-Sponsored Research with Cooperating Organizations

For Creighton-sponsored research in cooperation with other organizations or agencies:

- **A Letter of Agreement** from each organization or agency cooperating in Creighton University (CU)-sponsored research is necessary to ensure that relevant information regarding the proposed research has been shared with, and agreed to by, the appropriate agency or institutional authority. The institutional official is someone who has signatory authority for the organization.
- **Copies of the Letter(s) of Agreement** must be provided to the CU IRB. This is a requirement for protocol approval. The fax number for the [CU IRB](#) is 402-280-4766.
- Copies of Letter(s) of Agreement must be on the official organization or agency letterhead and either
 - Submitted as an attachment or
 - Submitted directly to the CU IRB Administrator from an official agency or organization address.
- Use the template below as a model for letters to the CU IRB.

Cooperating Organization's Letterhead

Letter of Agreement

DATE

To the CU IRB:

We are familiar with [NAME OF PI]'s research project entitled [XXXXX]. I understand [Agency or Organization's name]'s involvement to be [specific and detailed description of the ROLE OF THE AGENCY or ORGANIZATION]. (List all data collection activities and groups)

We understand that this research will be carried out following sound ethical principles, that participant involvement in this research study is strictly voluntary, and that confidentiality of participants' research data is ensured, as described in the protocol.

(If this is a school that is supported by the Department of Education include a statement that the [NAME OF SCHOOL] is compliant with the Pupil Rights Amendment.)

Therefore, as a representative of [Agency or Organization], I agree that [NAME OF PI]'s research project may be conducted at our agency/organization.