

SITE PERMISSION

Instructions are in red (do not include this information in the letter). If research activities will take place at sites other than Creighton University, CHI Omaha locations, or facilities belonging to one of CU's partner organizations in Phoenix, you will need to obtain permission from each organization/location at which the research is being conducted.

Permission is necessary to ensure that relevant information regarding the proposed research has been shared with, and agreed to, by the institution at which the research will take place (and/or by the Institutional Official for the offsite institution). The Institutional Official is someone who can sign on behalf of the institution.

Permission must be:

- On the official organization or agency letterhead OR in an email from an email address identifiable to the organization, from the institutional official including a signature block showing the official's name and contact information, AND
- Submitted as an attachment within the InfoEd Initial Application HS eForm.

SAMPLE

Cooperating Organization's Letterhead

DATE

RE: Letter of Agreement 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, if applicable)

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

(If this is a school 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 [NAME OF PI]'s research project may be conducted at our agency/organization.

Sincerely,

[Agency or organization name and title of signee]