Research Site Authorization Letter Template

If it is determined that a Research Site Authorization Letter is required, the following must be included in the authorization letter. The letter must be on official letterhead from the company or research site partner or from an organization email. It cannot be presented on a personal email from the person granting permission.

[Date]

To: University of Tennessee, Knoxville IRB

From: [Company, organization, etc. name]

Title: [Insert Title of IRB Submission]

Paragraph 1:

Identify the research site, company, etc. that is granting authorization. Indicate the qualifications of the individual the letter is from and their affiliation with the research site.

Paragraph 2: The permission letter must indicate that the organization is aware of the research and grants permission to conduct the research at that site.  Please include the study title, principle investigator’s name

Paragraph 3: Explain the role of the site with the research study and the types of data collected and methods to collect the data. Make sure the letter indicates the time duration of their support on the research project.

Signed by the expert with their credentials and contact information and on official letterhead