

ALVERNIA UNIVERSITY
INSTITUTIONAL REVIEW BOARD
Site Permission Request Letter

Template and Instructions for Written Request (adjust if e-mail will be used)

The following page contains a template for creating appropriate Request documents for your research studies.

Instructions

Edit the document on the next page as appropriate for your study replacing *all bracketed, typed in RED* areas with information that is pertinent to your specific study (please also remove brackets). Review and modify all non-bracketed/highlighted text to ensure that it is also appropriate for your study.

Additional Notes

1. This letter represents your study as well as the quality of research at Alvernia University. The letter, therefore, must be written with professionalism. Check the grammar and spelling prior to submitting.
2. This form is for obtaining permission to conduct your research both on and off campus. For example, if you want to conduct research with Pre-K children at area childcare centers, you will need a site permission letter from any childcare centers at which you plan to recruit participants.
 - a. For request to access participants at Alvernia University contact:
Evelina Panayotova, PhD
Dean of Institutional Research and Assessment
Assistant Professor of Sociology
Francis Hall 240
400 St. Bernardine Street
Reading, PA 19607
evelina.panayotova@alvernia.edu
610.790.1905
3. A copy of the permission request letter must be included in your application.
4. Site permission letters should contain language that conveys that **the study will occur pending approval from the IRB of Alvernia University.**

Please email alvernia.irb@alvernia.edu for additional questions or clarification if needed.

SAMPLE for Written Site Permission Request Letter

Investigator (s):

Contact Information:

Date:

Dear [Name of person who will provide permission]

Introduction of Study:

My name is [insert researcher's name, and faculty supervisor if applicable], and I am requesting permission to conduct the study at your institution. The **purpose of this research study** is [describe the overall purpose of the study in plain English, in a few sentences, simple language]. This project has been reviewed and approved by the Alvernia University IRB (Alvernia.irb@alvernia.edu, 610-685-3338).

Request to access participant at your organization:

As part of this study, [insert general descriptions of researcher's activities at partner site. This should mirror the Consent form: procedures, risk, benefits, confidentiality, compensation, and participants' rights]. The anticipated date to start is [DATE].

If you allow the research to be conducted in your organization, please complete the information below:

Name of Organization:

Person responsible for permission:

Signature:

Date:

Sincerely,

[PI signature]

[Name and Contact Information]