

Binghamton University Institutional Review Board
ITC, Biotechnology Building, Room 2204
Tel. (607) 777 - 3818 / hsrrc@binghamton.edu

When do I need a letter of agreement/permission? If you are collaborating with another department/institution/organization/agency to recruit participants or to access any of their records or other resources, a letter of agreement is needed. This is to ensure that relevant information regarding the proposed research has been shared with and agreed to by the appropriate agency/institutional authority.

Who provides and signs the letter of agreement/permission? The institutional authority is someone who has a signatory authority for the organization (e.g. school principal or superintendent, department chair, instructor of the classroom where participants will be recruited from, employer, or district authority).

How do I submit the letter? Signed letter(s) of agreement must be uploaded to the 'Supporting Documents' page in PACS by the Principal Investigator.

PLEASE USE LETTER OF AGREEMENT/SITE PERMISSION TEMPLATE BELOW

[Cooperating Organization's Letterhead]
Letter of Agreement

[Date]

To the Binghamton University Human Subjects Institutional Review Board:

I am familiar with [name of investigator] research project titled [title of research protocol]. I understand [agency/institution's name] involvement to be [outline in detail the specifics of the agency role, such as allowing employees to be interviewed, sending out recruitment email to list serve, providing access to list serve, providing archival data, allowing for observations, etc. Be sure to list all major data collection and recruitment activities involving the agency].

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

This authorization covers the time period of [start date] to [end date]. This site authorization is contingent on the researcher receiving IRB approval from the Institutional Review Board at Binghamton University [or name of external institution IRB, if applicable].

As an authorized representative of [agency name], I agree that the research project may be conducted at our agency/institution. If you have any questions regarding site permission, please contact: [insert telephone number and email].

Sincerely,

[Name]

[Title]