**External Site Authorization/Cooperation**

1. Obtain an authorization letter [or email sent from the professional email address of the person granting permission] for each location where research will be conducted. The authorization must be on file with the IRB before research can be conducted at each location.
2. Include the investigator’s name and title, the title of the research protocol, and a brief summary of the protocol to confirm the site’s understanding of the study. Include a statement that the site will receive a copy of the IRB-approved, stamped consent document. The correspondence must define whether the investigator will *contact* and/or *recruit* employees and if permission is granted to *collect data* at the location.
3. State what the site has agreed to allow the investigator to do, including any restriction or limitations and what responsibilities, if any, the site is assuming. Further, the correspondence must specify whether the site will receive any benefits, including a copy of any aggregate results.
4. Include the time frame involved or any time restrictions.
5. Letters must be on company letterhead and include the title and signature of the representative who gives the authorization. Email authorizations must be sent from the professional email address of the person granting permission.

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*Sample Letter of Authorization/Cooperation*

XYZ COMPANY

3333 Main Street

Anytown, USA 00000

Date

Dear University of Arizona IRB:

Please note that Ms. Jane Martin, UA Graduate Student, has permission of the XYZ Company to conduct research at our Anytown facility for her study, “Employee Opinions Concerning Cleanliness and Efficiency.”

Ms. Martin will contact employees to *recruit* them by approaching them as they leave the campus at the end of each shift and distributing a packet of information, including a survey which will be returned to her by postal service (via a self-addressed, stamped envelope). Her plan is to have all packets distributed by the end of the month. Our human resources office will provide de-identified information regarding employee breaks for use in her research. Ms. Martin’s on-site research activities will be completed by \_\_\_\_\_*(date)*\_\_\_.

Ms. Martin has agreed not to enter any of our buildings or interfere with the flow of pedestrians or vehicles. Employees will not be allowed time from their work duties to complete the surveys. Ms. Martin also has agreed to provide to my office a copy of the University of Arizona IRB-approved, stamped consent document before she recruits participants on campus, and will also provide a copy of any aggregate results.

If there are any questions, please contact my office.

Signed,

XYZ Company President