

When engaging in Humans Subjects Research with external entities, a letter of agreement from the entity is required.

ORGANIZATIONAL LETTERHEAD

{Community Research Partner/Institution Name}
{Community Research Partner/Institution Contact Information}

{Date}

Dear FAU IRB,

Based on my review of the proposed research by {insert researcher's name, and faculty supervisor if applicable}, I give permission for them to conduct the study entitled {insert study title} within the {insert name of school/community research location}. As part of this study, I authorize the researcher(s) to {insert general descriptions of researcher's activities at partner site, e.g., specific recruitment, data collection, and results dissemination activities}. Individuals' participation will be voluntary and at their own discretion.

We understand that our organization's responsibilities include: {insert descriptions of the following, as applicable: personnel, rooms, resources, and supervision that the partner will provide}. We reserve the right to withdraw from the study at any time if our circumstances change.

We understand that the research will include {insert brief description of the interaction with human participants at the partner site, e.g., "typical classroom instruction, pre-tests, and post-tests."}.

This authorization covers the time period of {_____ to _____}.

I confirm that I am authorized to approve research in this setting.

I understand that the data collected will remain entirely confidential and may not be provided to anyone outside of the research team without permission from the FAU IRB.

Sincerely,

{Authorization Official signature}

{Contact Information}