**Obtaining IRB Application Letters of Collaboration from External Sites**

Prior to conducting research at an offsite location (e.g. school, daycare, medical facility, workplace, business, etc.) researchers must include a letter from an appropriate administrator or official permitting the research to take place (IRB Application Letter of Collaboration). The letter does not substitute for IRB review and approval, but instead is a critical part of an IRB application.

If IRB Application Letters of Collaboration from an organization are pending, indicate this in the IRB application and submit the application for review. The IRB will conduct review, but will withhold final approval pending receipt of letters of support.

Principal Investigators may present the following template for the site’s use in completing a letter of collaboration.

**Template Letter of Collaboration**

**(Copy/Paste this Document into a new document and have each site complete)**

**\*\*\*The IRB Application Letters of Collaboration must be written on the site’s letterhead\*\*\***

Date: ***[MM/DD/YYYY]***

***Re: Letter of Cooperation For [List of Site name]***

Dear ***[Name of Purdue faculty Principal Investigator (PI)]***,

This letter confirms that that I, as an authorized representative of ***[site name]***, allow the ***[Name of Purdue Principal Investigator and any named study key personnel]***access to conduct study related activities at the listed site(s), as discussed with the Principal Investigator and briefly outlined below, and which may commence when the Principal Investigator provides documentation of IRB approval for the proposed project.

* **Study Title:*****[List exact study title]***
* **Study Activities Occurring at this Site: *[Briefly detail study activities that will commence at the site, such as surveys to be distributed to site employees, interviews, or interventions with patients, or access to database(s), etc.]***
* **Site(s) Support**:***[Detail what support the study site(s) agree to provide to further the research, such as provide space to conduct study activities, authorize site employees to identify persons who might qualify for study, distribute questionnaires, retrieve patient data from Site files, provide tissue samples etc.]***
* **Other:*****[If applicable, outline any other arrangements between the PI and the site necessary to carry out the research.]***
* **Anticipated End Date:** ***[State the anticipated date that the research is anticipated to conclude at the study site.]***

I understand that any activities involving compliance with Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), or other applicable regulations at this site must be addressed prior to granting permission to the Purdue University researcher to collect or receive data from the site. I am authorized to make this determination on my organization’s behalf.

We understand that ***[Site Name]***’s participation will only take place during the study’s active IRB approval period. All study related activities must cease if IRB approval expires or is suspended. If we have any concerns related to this project, we will contact the Principal Investigator who can provide the information about the IRB approval. For concerns regarding IRB policy or human subject welfare, we may also contact the Purdue University IRB at [irb@purdue.edu](mailto:irb@purdue.edu) ([www.irb.purdue.edu](http://www.irb.purdue.edu)).

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| **[Signature of Site**  **Authorized Representative]** | **[Date Letter Signed]** |
| **Signature**  **[Full Typed Name of Research Site**  **Authorized Representative]** | **Date Signed**  **[Job Title of Research Site**  ***Authorized Representative]*** |