

Template – External Site Permission Request

IRB Template:

When conducting research off-site, at a location other than UCM, researchers need to request permission from that location. Below is a sample email request for permission to conduct research at another institution/location.

SAMPLE:

Email Title: Request to Conduct Research

Dear (name of contact):

I am requesting permission to conduct research at (insert site name/location) as part of my study, (insert title of project). I would need to be onsite from (insert start date) to (insert end date). I have attached my IRB protocol approval letter to this email for your reference. Please let me know if you approve this request by response email, including your organization's name, your name, your position, and a statement providing permission for me to collect data at your location.

Should you need any additional information or have any questions or concerns, please let me know. Thank you for your consideration of this request.

Sincerely,

(insert you name)

