Permission to Use Premises, Name, and/or Subjects

 **(Facility, Organization, University, Institution, or Association)**

This *sample* cover letter may be used as a general guide to fulfill the requirements of informed consent. Items in bold typeface or underlined must be written to describe specific elements of the research study. Please remove this paragraph and the grayed highlights for your final letter.

Date

Name

Institution

Department

Address

City, State, Zip

Dear Sir/Madam:

I am a doctoral student from Missouri Baptist University writing my dissertation titled *AXXXXXXXX,* under the direction of my dissertation committee, chaired by, Dr. [chair name], who can be reached at phone/email. The Missouri Baptist University Institutional Review Board Committee Chair can be contacted at 314-434-1115 or by mail at One College Park Drive, St. Louis, MO 63141.

[Summarize/describe research]

I would like your permission to describe request (conduct research at location, use district name, etc…

If these are acceptable terms and conditions, please indicate on the following page by checking the applicable responses, and replying via e-mail address@mobap.edu, mail address, or fax xxx-xxx-xxxx.

Sincerely,

Doctoral Candidate

Cont’d

Check any applicable:

**[ ]** I hereby authorize      , student of Missouri Baptist University, to use the premises (facility identified below) to conduct a study entitled (insert title of research study or a brief description of research study)

**[ ]** I hereby authorize      , student of Missouri Baptist University, to recruit subjects for participation in a conduct a study entitled (insert title of research study or a brief description of research study).

**[ ]** I hereby authorize      , student of Missouri Baptist University, to use the name of the facility, organization, university, institution, or association identified above when publishing results from the study entitled (insert title of research study or a brief description of research study).

[ ] I hereby authorize      , student of Missouri Baptist University, to use data that does not contain employee or patient identifying information, of the facility, organization, university, institution, or association identified above when publishing results from the study entitled (insert title of research study or a brief description of research study).

|  |  |
| --- | --- |
|        | **/  /** |

Signature Date

Name

Title

Address of Facility