This is a sample of a form that should be used within an agency, school, or organization where you are attempting to access clients, students, and/or client or student information when conducting research with human subjects. You may modify this form to meet your specific needs.

Site Authorization Letter (Sample)

Date

Name (Principal Investigator)
Address (Principal Investigator)
City, State, Zip code

Dear <<Principal Investigator>>:

I have reviewed your request regarding your study and am pleased to support your research project entitled “Title of research project”. Your request to use <<name of institution>> as a research or recruitment site is granted. The research will include (describe research activities occurring with employees or within the institution). This authorization covers the time period of __________ to ___________. We look forward to working with you.

Sincerely,

Name
Title

Revised 2/5/07