

Template

Letter of Agreement

If your research includes study activities taking place at sites other than Creighton University, CHI Omaha locations, or facilities belonging to one of our partner organizations in Phoenix, you will need to provide the IRB with a **Letter of Agreement** from each organization/location at which your research is being conducted.

- **A Letter of Agreement** from each organization/location is necessary to ensure that relevant information regarding the proposed research has been shared with, and agreed to, by the institution at which the research will take place (and/or by the Institutional Official for the offsite institution). The Institutional Official is someone who can sign on behalf of the institution.
- **Copies of the Letter(s) of Agreement** must be provided to the CU IRB with your initial protocol application. Letters must be:
 - On the official organization or agency letterhead OR in an email from an email address identifiable to the organization, from the institutional official including a signature block showing the official's name and contact information, AND
 - Submitted as an attachment within the InfoEd Initial Application HS eForm.

PLEASE USE THE TEMPLATE BELOW AS A MODEL FOR LETTERS OF AGREEMENT TO THE CU IRB.

<p>Cooperating Organization's Letterhead</p> <p>DATE RE: Letter of Agreement</p> <p>To the CU IRB:</p> <p>We are familiar with [NAME OF PI]'s research project entitled [XXXXX]. I understand [Agency or Organization's name]'s involvement to be [specific and detailed description of the ROLE OF THE AGENCY or ORGANIZATION]. (List all data collection activities and groups)</p> <p>We understand this research will be carried out following sound ethical principles, that participant involvement in this research study is strictly voluntary, and confidentiality of participants' research data is ensured, as described in the protocol.</p> <p>(If this is a school supported by the Department of Education include a statement that the [NAME OF SCHOOL] is compliant with the Pupil Rights Amendment.)</p> <p>Therefore, as a representative of [Agency or Organization], I agree [NAME OF PI]'s research project may be conducted at our agency/organization.</p> <p>Sincerely, [Name and title of agency or organization]</p>
