**AUTHORIZATION TO COLLECT DATA** (Sample Letter)

I/We, PI and Associates, are conducting research about provide brief description re: your study. Include the title of your study as it appears in your submission to the IRB.

I/We are doing this in order to provide purpose/aim of your study.

This letter is a request to collect data as described below from Business/Entity/School/etc.

Provide a description of what type of data will be collected and how it will be collected. For example: surveying customers about their opinions, assessing knowledge of students, interviewing clients about their experiences. Be detailed here so that whoever the request is being made of understands what will be happening at their site. This should include a description of whatever procedures will be happening at the site (do not include data analysis, IRB approval etc., i.e., it should not exactly mirror what is in the IRB protocol submission).

This study has not been reviewed or approved by the Texas A&M University—Kingsville Institutional Review Board at this time. Name of business/entity/school’s authorization to conduct research at this setting is separate from TAMUK IRB approval to conduct research and does not supplant the IRB’s responsibility and authority to review and approve the above named research study.

If you agree to allow this study to be conducted at business/entity/school/etc. please copy and paste this letter on your letterhead along with your signature and a statement indicating your understanding of the contents of the letter and permission to conduct this research at your site.