

This sample is a generalized template for typical school-based research, including action research projects. This letter would typically be adapted by the appropriate school official (e.g., principal, superintendent) on letterhead and returned to the CCSU investigator to be included in the submission materials to the IRB.

Dear CCSU Institutional Review Board:

[CCSU RESEARCHER] has proposed a research project (OR will conduct her/his Master's thesis project; class project; whatever is appropriate) titled: [TITLE OF STUDY] to be conducted during [TIMEFRAME] for which they will collect survey data and conduct interviews. I am aware that this project involves [PARTICIPANTS] and will be conducted in a classroom setting. (OR if appropriate, I understand that the study involves the collection of data from school records. Such data will be provided to the researcher in a deidentified manner, such that data cannot be traced to a particular participant.) I support these planned activities which involve [DATA COLLECTION / INTERVENTION ACTIVITIES].

Sincerely,

[Signee's Signature]
[Signee's Printed Name]
[Signee's Title]
[Name of Organization]

* PLEASE NOTE: if a study involves ONLY normal classroom activities that would be carried out even if the study didn't happen, the IRB defers to the gatekeeper to determine if student assent and/or parental consent must be obtained. If the study goes beyond traditional class content, then parental consent IS required by the IRB.

This sample is a generalized template for school-based research being conducted at the school where the student is employed. This letter would typically be adapted by the appropriate school official (e.g., principal, superintendent) on letterhead and returned to the CCSU investigator to be included in the submission materials to the IRB.

Dear CCSU Institutional Review Board:

[CCSU RESEARCHER] is a 3rd grade languages teacher at XYZ Elementary School. She will conduct her Master's thesis project on [TITLE OF STUDY] during [TIMEFRAME] for which she will administer a pre- and post-test, conduct interviews, and implement vocabulary test anxiety coping strategies to her students. It is my intention that [RESEARCHER's] activities will become part of her normal classroom activity from this point forward. This activity will be able to inform the school of children's affect and formative assessment in languages.

I am aware that her project involves students in grade 3 and will be conducted in a classroom setting.

I support these planned activities which involve normal classroom activities and curriculum content.

Sincerely,

[Signee's Signature]
[Signee's Printed Name]
[Signee's Title]
[Name of Organization]

This sample is a generalized template for use with other agencies and organizations, which must also be on letterhead.

Dear CCSU Institutional Review Board:

[CCSU RESEARCHER] is a [ROLE] at Central Connecticut State University (AND IF APPROPRIATE, an employee/volunteer at _____). The proposed research project (or Master's thesis project; class project; whatever is appropriate) titled [*TITLE OF STUDY*] will be conducted during [TIMEFRAME]. They will collect survey data and conduct interviews. (Optional text for nature of intervention: "I am aware that this project involves recruiting employees [or clients] of this organization" OR "I understand that the study involves the collection of data from organizational records." AND "I understand that all information collected from individuals will be done with duly informed consent from the participating individuals and that organizational members can refuse participation with no negative consequences for said individual" OR "I understand that this project involves accessing personnel information from current and/or former members of the organization and that all such data will be provided to the researcher with all personally identifying information, e.g., names, addresses, job titles, etc. removed so that the data cannot be traced to any individual.")

I support the conduct of this research in this organization.

Sincerely,

[Signee's Signature]
[Signee's Printed Name]
[Signee's Title]
[Name of Organization]

** Note: Consent may not be required if only de-identified data is involved.

This sample is a generalized template for use with other agencies and organizations, which must also be on letterhead.

Dear CCSU Institutional Review Board:

I am granting permission to [CCSU RESEARCHER] to conduct their research project, [*TITLE OF STUDY*] at our facility located at [LOCATION].

I am aware that this project involves interviewing employees who volunteer to participate in the project, and these interviews will be conducted in our conference room during [TIMEFRAME]. I understand that invitations to participate in this study will be extended to all first shift employees and that participation in this study is on a voluntary basis. I further understand that all data collected will be done with duly informed consent from each participating employee.

In addition, I understand that all results will be reported in a manner that precludes identification of any participant and that access to the raw data will be limited to [RESEARCHER].

I support these planned activities.

Sincerely,

[Signee's Signature]
[Signee's Printed Name]
[Signee's Title]
[Name of Organization]

This sample is a generalized template for use with moderated social media groups, which must also be on letterhead.

Dear CCSU Institutional Review Board:

I am granting permission to [CCSU RESEARCHER] to recruit participants for their research project, [*TITLE OF STUDY*] from the XYZ Facebook group (or other moderated social media/Internet site).

I am aware that this project involves interviewing employees who volunteer to participate in the project, and these interviews will be conducted via Zoom during [TIMEFRAME]. I have read the recruitment wording and agree to allow [RESEARCHER] to post the recruitment message to the XYZ Facebook group.

Sincerely,

[Signee's Signature]

[Signee's Printed Name]

[Signee's Title]

[Name of Organization]