**Study Site Permission Template**

**When to Use This Template:**

Employ this template when you need to utilize a facility's resources to assist in the recruitment of potential participants or to gather data. Utilizing resources may involve:

* Conducting research activities within the premises of an organization, school, or business.
* An individual from an organization, school, or business distributing your recruitment materials to their employees, students, or clients.
* An individual at an organization, school, or business providing you with private contact details for their employees, students, or clients.

**Template Usage Instructions:**

This site permission template serves as an **optional** tool primarily designed for students seeking guidance. Instructions are [enclosed in brackets and highlighted in blue] for easy identification. Feel free to adjust the provided wording to better fit your research project's specifics.

Date: [insert date of permission granted]

Dear BeyondBound IRB,

I am [name of the individual granting permission], holding the position of [job title] at [employer's name].

I have examined the research study conducted by [researcher's name] and comprehend that they are seeking participants who meet the following conditions:

1. [enumerate all participant eligibility criteria]

Hereby, I authorize [researcher's name] to undertake the following activities:

1. [enumerate all specific activities and actions for which you're granting permission]

Should you have any inquiries or wish to contact me, please do so using [provide your contact information].

Appreciatively,

[complete signature block of the person granting permission, including contact details]