# Franklin University Institutional Review Board

## Letters of Support

All Principal Investigators (PI) submitting protocols to the Franklin University IRB must include letters of support with their IRB applications when research is being conducted at an outside institution or organization of any kind, or when the investigator is otherwise relying on the cooperation of another institution or organization. Some investigators may need to submit multiple letters of support with their IRB applications.

Note that if you are seeking access to Franklin University data or want to conduct research at Franklin University (with students or employees or on university grounds), you must have prior approval from the Institutional Official (IO). You will need to submit a research and data request form, found on the Franklin University IRB website.

The following includes examples of when letters of support are required:

When an investigator needs…

- access to potential research participants
- access to existing data, records, or documents
- resources for the study
- space to conduct the study

At a minimum, letters of support should contain the following information:

1. Principal Investigator's full name.
2. IRB protocol title (and number, if known).
3. Name of the institution or organization that is providing access and/or resources and/or space to conduct the study.
4. Author's authority to grant support or permission per their role in the institution or organization, if not otherwise apparent.
5. How the institution or organization will specifically assist with the project or what resources will be provided, if applicable (e.g., send a survey via the organization's listserv, provide data that has been extracted from the organization's database, send out recruitment notices, hang flyers in their facilities, etc.).
6. Statement granting permission to conduct the research, specifying what the researcher is allowed to do and that the entire project has been shared with them and they agree to the total project.
7. A dated, signed letter or email sent from the institution or organization's senior officer or another authorized individual at the site on letterhead and with full contact information. Emailed documentation is acceptable as long as full contact information is provided (e.g., a full signature) and the senior officer's official institutional email address is used.
8. When appropriate, the letter should indicate that the research is acceptable given the cultural norms and ethical beliefs of the site.