**External Site Authorization**

1. Obtain an authorization letter for each location where research will be conducted. The letter must be obtained before research can be conducted at each location. Documentation of site authorization must be kept with the investigator’s research files.
2. Include the investigator’s name and title, the title of the research protocol, and a brief summary of the protocol to confirm site understanding of the study. Include a statement that they will receive a copy of the IRB approval letter. The letter must define whether the investigator will *contact* and/or *recruit* employees and if permission is granted to *collect data* at the location.
3. State what the site has agreed to allow the investigator to do, including any restriction or limitations and what responsibilities, if any, the site is assuming. Further, this letter must specify whether the site will receive any benefits, including a copy of any aggregate results.
4. Include the time frame involved or any time restrictions.
5. The letter must be on company/organization letterhead and include the title and signature of the company representative who gives the authorization.

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*Sample Letter of Authorization*

XYZ COMPANY

3333 Main Street

Anytown, USA 00000

Date

Human Subjects Protection Program

The University of Arizona

845 N Park Ave., Suite 537A

Tucson, AZ 85719

Please note that Ms. Jane Martin, University of Arizona PhD Candidate, has permission of the XYZ Company to conduct research at our Anytown facility for her study, “Project Title”.

Ms. Martin will recruit employees via email and in-person presentations. The email and presentation will provide a description of the project, what they will be asked to do, and the time involved. Employees will not be allowed time from their work duties to participate in the research. Ms. Martin’s research activities will be completed by (*date*).

Ms. Martin has agreed to provide a copy of the University of Arizona IRB approval document before she recruits participants. She will also provide a copy of any aggregate results.

If there are any questions, please contact my office.

Signed,

XYZ Company President