



General Guidelines for an Email/Letter of Cooperation or Authorization

If you are recruiting FGCU students outside of your classroom, persons at an institution outside of FGCU, or an outside entity is helping you with recruitment, the IRB requires an email or letter of cooperation from the department head and/or the faculty member for the course(s) in which the students are enrolled, or the appropriate person at the institution or entity.

If an email stating cooperation with the study is submitted to the Board, the Board suggests including the following information, as appropriate, in the email, allowing the recipient to reply yes or no, or state which tasks he/she will allow/provide.

The email/letter must:

1. bear a recent date
2. be from the 'business email address' or on the organization's letterhead and signed by an appropriate signatory official
3. reference the researcher by name and the title of the research project
4. include a sentence or two to demonstrate the signatory official has a clear understanding of and approves the research procedures outlined in the research protocol (e.g., recruitment, consent, and data collection)
5. describe what they have agreed to allow the investigator to do including any restrictions or limitations
6. describe what responsibilities, if any, they are assuming (example - will they allow their students to use class time to fill out the surveys, will they grant you access to files, etc.)
7. include the time frame (if any) involved in completion of on-site activities (20 minutes to complete a survey, 10 minutes to recruit, etc.)
8. if archival data/documents about human subjects are being used in the research, the official must approve their use and state if the data will be released and whether the data will or will not include identifying information

The original document should be submitted to the IRB and the researcher should make a copy for his/her records.

Protocols can be submitted without all authorization emails/letters having been received. **However, at least one must be included in the protocol** when it is filed. All emails/letters must be forwarded to the IRB before the protocol can be approved and research initiated at those locations.