**University of Vermont**

**Institutional Support Letter for**

**Research with Cooperating Organizations**

* Per Section 13. Multi-Institutional Research Studies of the research manual, a letter of support from each agency/institution cooperating in UVM/UVM Medical Center research is necessary to ensure that relevant information regarding the proposed research has been shared with and agreed to by the agency/institutional authority. The institutional authority is someone who has signatory authority for the organization (e.g., principal, school board chair, prison authority, or district authority).
* Letters of support must be provided to the IRB. This is a prerequisite for protocol approval.
* Letters of support must be on the official organization or agency letterhead and submitted with the protocol application.
* A template is provided below.[place on agency/institution letterhead]

Institutional Support Letter

To the University of Vermont IRB:

I am familiar with [name of investigator’s] research project entitled [title of research protocol]. I understand [agency/institution’s name] involvement to be [specific description of role of agency, such as allowing employees to be interviewed, providing archival data, allowing students to be observed, etc. Note: be sure to list all major data collection activities and groups.]

I understand that this research will be carried out following sound ethical principles and that participant involvement in this research study is strictly voluntary and provides confidentiality of research data, as described in the protocol.

Therefore, as a representative of [agency/institution name], I agree that [name of investigator’s] research project may be conducted at our agency/institution.

Sincerely,

[name and title of agency/institutional authority]