[INSTITUTIONAL/DEPARTMENTAL LETTERHEAD]

DATE

DEPARTMENT

SITE NAME

ADDRESS

To the Institutional Review Board of UCI,

I am writing this letter at the request of [Lead Researcher’s Name] to confirm that we are working with him/her as she commences her research project, “*Title*”.

I am aware that he/she will be [list procedures and/or resources that will be facilitated by or occur at the site]. [Lead Researcher’s Name] will have approval to do such procedures for [i.e. as long as he/she has IRB approval to do so; for a specified time frame; etc].

I also confirm that [employees, students, etc.] here at [site name] will not participate in the recruitment or selection of subjects, nor will they intervene with subjects by performing procedures, or by manipulating the environment for research purposes. [Lead Researcher’s name] and his/her research team will be the only personnel who execute study procedures.

If any unanticipated problems or adverse advents are to occur, it is up to [Lead Researcher’s name] to report these events to the IRB at UCI as promptly as possible.

His/Her research will be a valuable contribution to [area of study/goal of study] and we will be happy to support this endeavor.

Sincerely,

[Authorized official, school principal,

site manager,

director, owner, etc]