Place on agency/institution letterhead

**Institutional Support Letter**

To the Grand Valley State University IRB:

This is in regard to [name of investigator’s] research project title [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 student to be observed, etc. Note, if applicable, be sure to list all major data collection activities].

I understand that this research will be carried out following <choose that apply: The Common Rule (45 CFR 46), institution policies, others> and sound ethical principles around responsible conduct of research as related to the activities described in the protocol.

Therefore, as a representative of [agency/institution], I agree that [name of investigator’s] research project may be conducted at our [agency/institution]… I agree to the agency’s responsibility to support this research including <add needed supports here: 1. Access to network space for retention of research files 2. space for recruitment materials and working arrangements, etc.>

Sincerely,

[name and title of agency/institutional authority]