**Guidelines for a Cooperating Facilities Letter**

**Purpose:** A Letter of Cooperation assures the IRB that the cooperating entity has provided permission for research activities to be conducted within the facility and will promote protection of human research participants who associate with the cooperating entity.

**When do you need a cooperating facilities letter?**

If you fall into any of the following categories then you will most likely need to obtain institutional approval:

- You will be conducting your research study at a school, hospital, center, or other organization outside of Tarleton State University.
- You will be recruiting your participants from a school, hospital, center, or other organization outside of Tarleton State University.
- You wish to recruit through a members-only listserv or other website that requires permission to solicit.
- You will be obtaining equipment, personnel and supplies from an organization outside of Tarleton State University.

**What elements must the cooperating facilities letter include?**

The institutional approval letter must include the following:

- A line that states, “I have the authority to grant __________ permission to conduct research at __________.”
- A brief summary (one to two sentences) of the protocol to confirm the entity’s understanding of the research.
- Description of respective research activities and responsibilities in which the investigator(s) and the cooperating entity agree to participate, including a statement:
  - Confirming the entity is familiar with the research activities
  - Granting permission to named investigator(s) to perform those activities
  - Outlining responsibilities assumed by the entity, such as providing access to files, referring patients, allowing employees to use work time to complete survey, etc.
  - Verifying the signatory official has had the opportunity to ask questions and has received adequate answers from the investigator(s)
  - Demonstrating the cooperating entity has duly authorized the signatory official to represent the entity
• Signature & Date Signed (Printed Name, Title & contact information included) of someone who has authority to give permission to allow you to conduct research at that location.