**[On Organization Letterhead]**

**Letter of Authorization [Template]**

**[Replace text in brackets]**

[Date]

Institutional Review Board

Merrimack College

315 Turnpike Street

North Andover, MA 01845

[irb@merrimack.edu](mailto:irb@merrimack.edu)

Dear Institutional Review Board (IRB) Members,

After reviewing the proposed study, “[project title]”, presented by [name of Principal Investigator(s) (PI)], [title(s) and department affiliation(s)] at Merrimack College, I am granting permission for the study to be conducted at [organization and physical location].

I understand the purpose of the project is to [insert purpose of research]. The primary activity at [name of location] will be [list all research activities to be conducted at the site].

I understand that [provide a brief description of activities] will occur for [time frame]. I expect that this project will end no later than [provide an end date].

I understand that [name of PI(s)] will obtain consent for all participants in the study. [Name of PI(s)] has agreed to provide to my office a copy of all Merrimack College Institutional Review Board approved study protocol materials, including the approved consent documents. Any data collected by [name of PI(s)] will be kept confidential and will be stored in a secure location per the approved protocol.

Sincerely,

[Signature if submission is original]

[Name and Title of ranking authority, as appropriate]

[Name of Organization]

[Direct phone number and/or email address]