



## Requirements for a Site Permission Letter

When research activities will occur at a non-Pitt/UPMC facility, a site permission letter is required for submission to the Pitt IRB. The materials below provide information on what content is required in this type of letter.

 <p>CHILDREN'S SAFE HAVEN</p>	<p>The memo should be provided on letterhead, if applicable.</p>
<p>8/26/2020</p>	<p>The memo should be dated</p>
<p>TO: University of Pittsburgh</p>	
<p>FROM: Jane Dogood, PhD Assistant Director</p>	<p>The memo must be provided by an Administrator-level employee of the site.</p>
<p>RE: &lt;Title of project – this must match the title given in PittPRO&gt;</p>	<p>The memo must reference the title of the PittPRO research protocol.</p>
<p>Children's Safe Haven is a non-profit agency in Allegheny County that provides services to children who have been affected by domestic violence.</p>	
<p>Nia Taylor has expressed her desire to conduct a research study with our clients. It is our understanding Nia would like to implement a Psychomotor Therapy intervention for PTSD at our center. Participants will complete psychological assessments, undergo movement therapy and parent/child talk therapy sessions.</p>	<p>The memo must indicate the organization understands the topic of the research and research procedures.</p>
<p>We are delighted to have Nia work with our clients. We feel this is important work that will have a positive impact on our understanding of how best to assist children with domestic violence related PTSD.</p>	
<p>Nia has requested to use space within our facility to conduct her research study. In addition, she has requested access to client records at Safe Haven.</p>	<p>If the study involves accessing private records (including medical records) a statement of permission to do so must be included.</p>
<p>We happily provide permission for Nia to conduct research at our facility and access clients' Safe Haven records with the written permission of the client's parent.</p>	
<p>Sincerely,</p>	
	<p>The memo must include a statement permitting the research to be conducted at the site.</p>
<p>Jane Dogood, PhD Assistant Director Children's Safe Haven (412)123-4567</p>	<p>The memo must be signed.</p>