
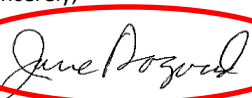


Requirements for a Site Permission Letter (v8.28.2015)

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>	The memo should be provided on letterhead, if applicable.
8/26/2015	The memo should be dated
TO: University of Pittsburgh	
FROM: Jane Dogood, PhD Assistant Director	The memo must be provided by an Administrator-level employee of the site.
RE: <Title of project – this must match the title given in OSIRIS>	The memo must reference the title of the OSIRIS research protocol.
Children's Safe Haven is a non-profit agency in Allegheny County that provides services to children who have been affected by domestic violence.	
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.	The memo must indicate the organization understands the topic of the research and research procedures.
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.	
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.	If the study involves accessing private records (including medical records) a statement of permission to do so must be included.
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.	
Sincerely,	
	The memo must include a statement permitting the research to be conducted at the site.
Jane Dogood, PhD Assistant Director Children's Safe Haven (412)123-4567	The memo must be signed.