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.

8/26/2015

TO: University of Pittsburgh

FROM: Jane Dogood, PhD
Assistant Director

RE: [Title of project – this must match the title given in OSIRIS]

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.

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.

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,

Jane Dogood, PhD
Assistant Director
Children’s Safe Haven
(412)123-4567

The memo should be provided on letterhead, if applicable.

The memo should be dated.

The memo must be provided by an Administrator-level employee of the site.

The memo must reference the title of the OSIRIS research protocol.

The memo must indicate the organization understands the topic of the research and research procedures.

If the study involves accessing private records (including medical records) a statement of permission to do so must be included.

The memo must include a statement permitting the research to be conducted at the site.

The memo must be signed.