



IRB Institutional Approval/Cooperating Institution Approval Guidelines

When do you need an institutional approval 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 St. John's University.
- You will be recruiting your participants from a school, hospital, center, or other organization outside of St. John's University.
- You wish to recruit through a members-only listserv or other website that requires permission to solicit.

If you're still not sure if you will need to obtain institutional approval from a cooperating organization, it is best to contact the IRB Coordinator, Marie Nitopi, for assistance at (718) 990-1440 or nitopim@stjohns.edu.

What elements must the institutional approval 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 line that states, "I have reviewed _____ approved research study materials/research protocol and understand what the study titled _____ entails."
- 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.

PLEASE NOTE: **You can only submit a signed institutional approval letter to the IRB after the IRB has approved your research study. You may receive verbal consent from the institution before then, but not signed.**

What should an institutional approval letter look like?

Please see our **Sample Institutional Approval** letter and use this as a guide.

This must be on the institution's letterhead

Appropriate Letterhead

Attn: St. Johns Institutional Review Board

I have reviewed Jane Doe's approved IRB research protocol, including any letters of consent or assent, titled "Gender Differences in Mathematics." I understand what she is asking of the individuals and grant her permission to conduct her study at ABC School. I have the authority to do so.

If I have any further questions about this research study I understand that Jane can be reached at (718) XXX-XXXX or via e-mail at XXXXX@stjohns.edu. I also understand that if I have any questions regarding this IRB approval or the rights of research participants I can contact Raymond DiGiuseppe, Ph.D., Chair, St. John's Institutional Review Board, at (718) 990-1440 or via e-mail at digiuser@stjohns.edu .

John Smith
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ABC School
333 Hanover Rd
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(SIGNATURE)

(Date)