**Who should use this guidance?**

This guidance should be used for any researcher seeking permission to conduct research at a ***specific*** site, e.g., school/business /place of employment/non-profit.

[If you want access to another organization’s resources (people/time/place/money) you will need site permission.]

**Where should this information be submitted in iStar?**

For non-exempt studies, you should submit the site permission letter in section 6d.1.10 under the site name in section 6d. If your study is exempt, then upload to section 40.1.

**When do I use this template?**

* If you are conducting research activities on the property of an organization/school/business (this includes recruitment, interviews on site, etc.).
* Someone at an organization/school/business is distributing recruitment materials on your behalf, and/or sending research materials to participants.

**How can I receive this information from the site?**

You may receive this information on letterhead or an ‘official’ email address.

**How do I use this template?**

This site permission template is **optional** and is intended as a guide for students and faculty who want it. Instructions are [bracketed and highlighted in blue]. You can modify the language provided to meet the needs of your study.

Date: [date of permission]

To USC IRB,

My name is [name of permission granter] and I am [professional title] at [place of employment]. This letter is to convey that I/we have reviewed the proposed research study titled [Insert title of study here] being conducted by [name of investigator(s)]. I/we give permission to do the following:

1. [List all specific actions and activities that you are granting the researcher permission to conduct]

If you have questions and would like to reach me, please do so at [contact information for permission granter].

Thank you for your time,

[permission granter's full signature block with contact information]