Gatekeeper should put this text on official letterhead. Scanned paper and electronic versions are acceptable.

To: University of Redlands Institutional Review Board

From: <Name and title of person with authority to grant access to records and/or subjects>

Date: <Date of the Letter>

RE: Permission to <name research activities for which gatekeeper access is needed>

This message documents my approval for <Principal Investigator Name and Title> to complete the research project entitled <Title of Research Project> at <Name of Institution>. My approval extends to the following collaborators <Names of Collaborators, if relevant>.

<Principal Investigator Name> will begin this research project on or after <start date of project> and complete approved research activities by <completion date of project>. Approved research activities include:

* <Access to existing deidentified records or other data cannot be traced to a particular participant [describe the records or data]. If identifiable records or data will be provided, describe processes for gaining consent, assent, and/or other permission from participants and legal guardians, as appropriate.>
* <List other research activities for which approval is granted: interviews, focus groups, surveys, observations, etc. Include a brief description of how subjects will be recruited, where the activities will take place, and how many participants will be involved.>

I understand that:

* Participation in the research will be voluntary.
* Information gathered from participants will be done with informed consent.
* All results from the research will be reported in a fashion that precludes identification of any participant.

Please contact me if you have questions about this approval letter.

Sincerely,

<Signature>

<Name and Title of Gatekeeper>