**The gatekeeper should put this text on official letterhead. Scanned paper and electronic versions are acceptable.**

Please complete the sections highlighted yellow. Delete text highlighted green.

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>. NOTE: Ensure that your start and completion dates are at least 4 – 8 weeks after the submission date of your IRB application. Approved research activities include:

* If you plan to work directly with students, faculty, and/or staff at the gatekeeping institution, describe or list the research methods that will be used in your research. Include a brief description of how subjects will be recruited, where the activities will take place, and how many participants will be involved.
* If you are requesting access to institutional data about students, faculty, and/or staff at the institution, describe the records or data you wish to obtain.
  + If you are requesting access to deidentified records or other data that cannot be traced to a particular participant, note that here.
  + If you are requesting access to identifiable records or data, describe processes for gaining consent, assent, and/or other permission from participants and legal guardians, as appropriate.

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>