INSTRUCTIONS: *The following is a template and is not meant to be copied verbatim. You will need to modify the content of this template to suit your research. Use simple lay language at all times. Please ensure consistency between the content of your ethics application and your Agency Permission Letter. Formatting and content inspiration for this form was drawn from the University of Victoria.*

*Your Agency Permission Letter should be on the agency’s letterhead, or bear their logo, not Trinity’s. After you modify this template to suit your research, provide it to the agency so that they can fine-tune it, sign it, and return it to you.*

|  |  |
| --- | --- |
| ***Agency Permission Letter*** | TWU_Primary logo |

[DATE]

[SALUTATION (E.G. “TO WHOM IT MAY CONCERN/DEAR MEMBERS OF THE TWU HUMAN RESEARCH ETHICS BOARD”]

I am aware of the research that will be conducted by [PRINCIPAL INVESTIGATOR AND ASSOCIATES], entitled [TITLE OF RESEARCH], concerning [PURPOSE OF RESEARCH].

As the [ROLE OF CORRESPONDENT] at [NAME OF AGENCY], I grant permission for the [RESEARCHER/RESEARCH TEAM] to [DISTRIBUTE THEIR SURVEY/RECRUIT PARTICIPANTS] through [STATE AGENCY RESOURCES BEING USED (E.G. “…OUR LISTSERV/WEEKLY NEWSLETTER/OFFICE BULLETIN BOARDS”)].

Sincerely,

[NAME, POSITION]

[SIGNATURE]