

Guidance on the Submission of Research Site/Permission Letters

To ensure that a research site has given permission for Clemson University investigators (faculty, staff or student) to recruit subjects or conduct human subjects research, a permission letter from the site may be required. Obtaining and documenting appropriate permission helps to ensure public trust and maintains positive relationships with our community.

Clemson University Facilities/Campus – Research site letters are not required when conducting research at a Clemson facility or on campus. Researchers are to inform the necessary parties/offices and secure any approvals.

Off Campus Site – Clemson IRB requires the investigators to submit a research site letter, which provides documentation of permission to recruit subjects and/or conduct research at that location. Examples of off-campus locations include: schools, churches, civic organizations, businesses, or hospitals.

Format and content of letter – The IRB office will accept a signed letter or e-mail directly from the authorizing individual with the following information:

- The name of the principal investigator;
- The research title;
- A brief description of the nature and purpose of the research study to be conducted; and
- The name, title, signature (if submitted in hardcopy), and affiliated institution/organization of the authorizing individual

Include site letters and a copy of any agreements or contracts with the IRB application.