Allen College Institutional Review Board (ACIRB)

Template for Documentation of Institutional Cooperation

This template is intended to provide guidance for documenting institutional cooperation with projects or studies conducted by investigators seeking review by the ACIRB.

Directions:

1. Documentation of institutional cooperation must be sent to the requesting investigator by an authorized representative of the institution where the project will be conducted.
2. The authorized representative may copy and paste the text from the template (p. 2) into an email message sent from his or her institutional email account to the investigator, cc’ing [ACIRB@AllenCollege.edu](mailto:ACIRB@AllenCollege.edu). The documentation of cooperation should be sent as an email message, not typed in a separate document attached to the email.
3. The information in the template should be customized by replacing the brackets and bracketed text with the requested information. Other details may be added to describe to institution’s understanding of the project and its expectations of the investigator.
4. It is recommended that the investigator customize the template before providing it to the authorized representative. The authorized representative could further customize the template as needed to reflect the cooperating institution’s understanding of the project. The text of the customized template would then be pasted into an email message to be sent from the authorized representative’s institutional email account to the investigator’s email account, cc’ing ACIRB@AllenCollege.edu. The ACIRB will reply to the email acknowledging receipt of the documentation of cooperation.
5. Alternately, the authorized representative may provide documentation of institutional cooperation by letter instead of email. To be accepted by the ACIRB, letters *must be typed on the institution’s letterhead stationary and must carry the handwritten signature of the person authorized to write the letter*. The letter should be sent by the authorized person to the investigator. The investigator should provide a copy of the letter to the ACIRB, either as an email attachment or sent by ground mail to Allen College IRB, 1825 Logan Avenue, Waterloo, IA 50703.

\*\*\*Template begins here\*\*\*

Dear [name of investigator],

[Name of cooperating institution/organization] is pleased to collaborate with you on your project “[Title of Project].” We understand that you will be [Describe the institution’s understanding of the project, including data to be collected and how it will be accessed and used]. The approximate timeframe for the project is [MM/ YYYY to MM/ YYYY]. We had ample opportunities to discuss the project with you and to ask for clarification. [If applicable, use the following phrase: It is expected that you and key personnel for this project will maintain confidentiality of all participant information in all phases of this project.]

According to our agreement, project activities will be carried out as described in the project plan reviewed and approved by the Allen College Institutional Review Board. [State if the project location has an affiliated IRB or similar committee, and if so, if review by that IRB or committee is required.].

We look forward to working with you. Please consider this communication the official documentation of our cooperation.

Sincerely,

[Name of authorized representative]

[Title of authorized representative]

[Authorized representative’s phone number]