This text will be put on official letterhead from the Provost’s Office at the University of Redlands and signed by the Provost. Please complete the sections highlighted in yellow.

To: PI’s Name and Institution

From: Adrienne McCormick, Ph.D., Provost

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 the University of Redlands. 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:

* If you plan to work directly with University of Redlands students, faculty, and/or staff describe or list the research methods that have been approved by your institution’s IRB. These methods might include 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.
* If you are requesting access to institutional data about students, faculty, and/or staff, 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,

<Provost Signature>

Adrienne McCormick, Ph.D., Provost