**Permission Request Template**

This document was created to save researchers the time and effort needed to draft a permission request to conduct a study at a specific location, to recruit individuals you might not otherwise have convenient access to, or to obtain needed data.

We recommend the use of this template to create the permission request document for your study. Please note the following:

1. Text in [brackets] represents information about your study that you must add or edit. Your study information should be written in plain language.
2. A backslash ( / ) indicates that you must make a selection depending on your study procedures (e.g., “will/will not” or “I/we”).
3. Additional instructions or sample text are provided in boxes.
4. Before you submit your permission response document to the IRB, delete this cover page, brackets, and boxes. The finished document should reflect what you will give to the individual from whom you need permission.
5. Please follow the **instructions in blue** below, revising or providing the information in **red**. You will need to remove the instructions as you go, including these instructions. The font color of your completed document should be **black**.

For questions about permission, please contact the IRB at [irb@liberty.edu](mailto:irb@liberty.edu).

For more information on plain language, go to <http://www.plainlanguage.gov/>.

[This permission request template is provided for your convenience. Recommended information is included in brackets. Please select the desired information, remove the brackets, and remove the instructions and information that does not apply to your research.]

[Insert Date]

[Recipient]  
[Title]

[Company]

[Address 1]   
[Address 2]  
[Address 3]

Dear [Recipient],

As a graduate student in the [\_\_\_ department/School of \_\_\_] at Liberty University, Select the appropriate sentence: [I am conducting research as part of the requirements for a \_\_\_ degree]—OR—[I am conducting research to better understand \_\_\_]. The title of my research project is [Title] and the purpose of my research is [Purpose].

In the below paragraph, clearly state/list exactly what you are asking permission to do or what you are asking the district/school/church/business/organization/etc. to do for you to facilitate your research.

Select the appropriate phrase: I am writing to request your permission to [conduct my research in/at [school district/school name, church name, business name, organization name, etc.]]—OR—[utilize your membership list to recruit participants for my research]—OR—[contact members of your staff/church/organization to invite them to participate in my research study]—OR—[access and utilize student/staff test data/records/etc.].

In the below paragraph, clearly state/list exactly what participants will be asked to do or, if you are only requesting data/records, what the requested data/records will be used for.

Select the appropriate sentence. If you plan to recruit participants, be sure to list all study procedures. [Participants will be asked to [complete the attached survey/contact me to schedule an interview/etc.]—OR—[The data will be used to [include explanation here]]. Remove the following information if you are only requesting access to records: [Participants will be presented with informed consent information prior to participating. Taking part in this study is completely voluntary, and participants are welcome to discontinue participation at any time.]

Select the appropriate options. For education research, school/district permission should be on approved letterhead with the appropriate signature(s). Thank you for considering my request. If you choose to grant permission, [please provide a signed statement on official letterhead indicating your approval]—OR—[respond by email to [researcher’s email address]]. Include the following sentence if you will complete the IRB’s permission letter template and provide it to the official(s) from whom you are seeking permission to facilitate his/her/their response: [A permission letter document is attached for your convenience.]

Sincerely,

[Your Name]  
[Your Title]