**Permission Response Template**

This document was created to save applicable individuals (e.g., superintendents, principals, pastors, etc.) the time and effort needed to draft a permission response to a request for one of the following scenarios:

1. To conduct study procedures at a specific location (e.g., observe teachers or students in a classroom setting).
2. To recruit individuals associated with an organization, site, institution, etc. (e.g., employees, church members, students, etc.) to whom researchers might not otherwise have convenient access. This may involve a request for a list of names and contact information, or, for privacy reasons, FERPA, or HIPAA, the organization, site, institution, etc. may need to send the study recruitment information to potential participants on the researcher’s behalf.
3. To obtain needed data associated with an organization, site, institution, etc.

We recommend the use of this template to create the permission response document for your study, but you are not required to do so.

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 forward slash (/) indicates that you must select an option specific to your needs (e.g., “will/will not” or “I/we”) and remove the remaining option(s).
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, all brackets, and boxes. You’ll also need to remove any extra spaces created when the boxes were removed.
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**.
6. The finished document should reflect what you will provide to the individual(s) from whom you need permission.
7. When you save your newly created document, please use a file name that clearly identifies it (e.g., permission(response), etc.).

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

Dear [Researcher’s Name]:

In the first paragraph, list your dissertation/study title and the applicable permission information.

After careful review of your research proposal entitled [Title of Research Proposal], [I/we] have decided to grant you permission to [Select the appropriate phrase or prepare your own if an applicable option is not listed and remove the remaining options.] [conduct your research in/at [school district/school name, church name, business name, organization name, etc.]]—OR—[obtain and utilize our [staff/membership] list to contact and recruit participants for your research]—OR—[have a staff member from our organization [provide/hand/send/email/etc.] your study information to members of our [staff/church/organization/etc.] on your behalf to invite them to participate in my research study]—OR—[hang flyers advertising my study [on our campus/in our lobby/break room/etc.]—OR—[If the following option is chosen, list the specific data or records you are requesting.] [access and utilize student/staff test data/records/etc.]—OR—[other].

If you are requesting archival data that will be stripped of identifiers before you receive it, retain the option listed below. Otherwise, remove it.

[The requested data WILL BE STRIPPED of all identifying information (e.g., names, ID numbers, email addresses, birthdates, etc.) before it is provided to the researcher.]

Retain the below option if desired.

[[I/We] are requesting a copy of the results upon study completion and/or publication.]

Sincerely,

[Official’s Name]  
[Official’s Title]

[Official’s Company/Organization]