**Permission Request Template**

This document was created to save researchers the time and effort needed to draft a permission 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 or due to 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 request document for your study, but you are not required to do so.

If your study will take place at a college or university or within a large school district, hospital, or prison, contact your study site before preparing this document and inquire about their permission/approval procedures. Approval from their IRB may be required instead of a single individual’s permission.

Please note the following:

1. Text in [brackets] represents information about your study that you must add.
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 request document to the IRB, delete this cover page, all brackets, and the 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(request), etc.).
8. **If you will be using the same permission request document to request permission from multiple locations, only attach one copy to your IRB application for the IRB to review.**

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

Dear [Recipient],

In the first paragraph, introduce yourself, explain why you are conducting research, provide information about the purpose or focus of your study, and list your dissertation/study title.

As a [student/graduate student/post-graduate/doctoral candidate/faculty member] in the [Provide the name of your academic school or department (e.g., School of Education, Psychology Department, etc.).] [\_\_\_] at Liberty University, I am conducting research [Retain and complete the applicable description.] [as part of the requirements for a [\_\_\_] degree]—OR—[to better understand a(n) [issue/phenomenon/etc.]]. 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.

I am writing to request your permission to [Select the appropriate phrase or prepare your own if an applicable option is not listed and remove the remaining options.] [conduct my research in/at [school district/school name, church name, business name, organization name, etc.]]—OR—[obtain and utilize your [staff/membership] list to contact and recruit participants for my research]—OR—[have a staff member from your organization [provide/hand/send/email/etc.] my study information to members of your [staff/church/organization/etc.] on my behalf to invite them to participate in my research study]—OR—[hang flyers advertising my study [on your campus/in your 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].

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 consent information prior to participating. Taking part in this study is completely voluntary, and participants are welcome to discontinue participation at any time.]

Conclude with instructions for how they should respond.

[Select the appropriate options. For education research, district/school permission on approved letterhead with the appropriate signature(s) is preferable, but emailed permission is acceptable if the time-and-date stamp(s) and email signature(s) are retained and visible.] 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 individual(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]