**Institutional Review Board**

**Research Cooperation Agreement**

Current Date

Name of Researcher

*Name of Research Site* agrees to provide assistance to *Researcher,* a student/staff/faculty member at Saint Mary’s University of Minnesota, for the completion of a research study on *Title of Research Study.* We have had the opportunity to review a complete description of the proposed research study.

Specifically, *Research Site* agrees to allow the following (Check only those that apply):

☐ Recruitment of research participants[[1]](#footnote-1)

All potential participants will be informed that participation in this research study is voluntary, and that there will be no adverse consequences for refusing to participate. All announcements, e-mail invitations, recruitment letters, and other invitations to participate in the research have been reviewed and approved by the cooperating agency or institution.

☐ Collection of data from participants for research purposes

All consent forms, surveys, research procedures, and other components of the research protocol have been reviewed and approved by the cooperating agency or institution.

☐ Access to archival data owned by the institution or agency

Both the specific archival information which will be accessed by the researcher and procedures to assure anonymity or confidentiality have been reviewed and approved by the cooperating agency or institution. Access to student records is compliant with FERPA and other regulations. Access to health care records is compliant with HIPAA and other relevant regulations. If health care records are being accessed, either A) the cooperating agency or institution has written consent on file from patients allowing access to records for research purposes or B) the research is being conducted at the request of, and under the supervision of, the cooperating agency or institution.

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Printed Name of Representative Email Address

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Title of Representative

☐ I am authorized to give permission to the researcher to conduct research at *Research Site*

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Signature of Representative Date

**If the Research Site requires two signatures for permission, include the following, then delete this sentence:**

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Printed Name of Representative #2 Email Address

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Title of Representative #2

☐ I am authorized to give permission to the researcher to conduct research at *<Research Site>*

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Signature of Representative #2 Date

1. “Recruitment” refers to the methods used to ask potential participants to be in a research study. Common recruitment materials include flyers and emails, but extends to classroom assignments used to collect data. [↑](#footnote-ref-1)