*[\*\*\*This site permission letter may be used when an investigator wants to conduct research at another institution and no one at that institution will be engaged in conducting the research.]*

*[ECU Dept/Division Letterhead]*

*[Permission Granter Name**]*

*[Permission Granter Title]*

*[Name of Institution]*

*[Street Address]*

*[City, State ZIP]*

*[Date]*

Dear *[Permission Granter’s name]*,

My name is *[Investigator’s name]* and I am the Principal Investigator for *[Name of Study]*, a study being conducted at the department of *[Name of Department]*at East Carolina University. As part of this research, I need to be granted permission to conduct the following specific activities at your institution:

*(PI needs to list specific actions and activities that the he/she needs to have granted to conduct the research)*

Please sign the bottom of this letter if the activities described above meet your approval. If you have questions and would like to reach me, please don’t hesitate to do so.

Sincerely,

 *[Signature]*

*[Principal Investigator/credentials,*

 *contact information]*

**Permission Granter’s Signature and Date:**

I have received and reviewed the letter submitted by *[Investigator’s name]* regarding the research project outlined above and give permission for *[him/her]* to conduct their research activities at *[Name of Institution].*

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 Signature Date