

Today's Date

Institutional Review Board
Office of Graduate Studies and Research
San Jose State University
One Washington Square
San Jose CA 95192-0025

Make sure that the letter is on agency letterhead and please collect this letter and submit it with the completed protocol to your 298 instructor: **DO NOT** have the person signing this letter send it to the IRB office]

Dear SJSU Institutional Review Board Members,

This letter provides permission for [NAME OF STUDENT] to conduct the research study entitled, "[NAME OF 298 PROJECT]." Permission is granted for the duration of the study (the academic year 09-10, through the end of May 2010).

[If you are working with student records, hospital records, or children in foster care, please provide additional information about how permission from parents (in the case of student records), individuals (in the case of hospital records), or the judge (in the case of open child welfare cases) will be obtained, OR how data will be de-identified prior to it being provided to you, OR whether the child welfare cases are currently open or closed]

Sincerely,

Name of title of person with authority to grant permission