**SITE COLLABORATION ACKNOWLEDGEMENT LETTER TEMPLATE**

[Letter must be on company letterhead and/or sent from company email account of the designee writing letter]

Date

This letter is concerning the research study that [insert name of PI and affiliation with Salisbury University] is requesting to conduct at [insert name of research site]. As the [insert title/capacity of company designee writing the letter], I give [insert name of PI] permission to conduct research at our [insert research site name] for the study, “[insert title of research study]” from [insert date range PI/researchers will be actively conducting study at the site].

[Insert specific acknowledgment from the company designee of the research study’s scope and procedures]

[Insert specific agreement to what the researcher(s) is allowed to do, including any limitations. Identify any specific agreements to which the research site has agreed to take on, e.g. assistance with participant recruitment, and the identification of the specific site individuals involved in research procedures, if applicable.]

[Insert any agreements regarding benefits to the research site where study will be implemented (e.g. disseminating results of study).]

If there are any questions, please contact my office.

Signed,

[Name of Research Site Designee/Title]