Guidelines for Drafting a Letter of Cooperation

Purpose: When UIndy investigators conduct research involving human participants in association with another entity (e.g., department, university, clinic, school, etc.), UIndy investigators must obtain a Letter of Cooperation from the entity. The Letter of Cooperation assures the IRB that the cooperating entity has provided permission for research activities to be conducted within the facility and will promote protection of human research participants who associate with the cooperating entity.

The Letter of Cooperation MUST include the following elements:

1) The preferable format for the Letter of Cooperation is a hard copy on official letterhead bearing a signature. This includes a hard copy the IRB can generate by printing a file attachment to an email. If the cooperating entity provides a Letter as an email message, then the email message MUST provide sufficient contact information of cooperating entity (i.e., name of entity, address, telephone number, email address)

2) A brief summary (one to two sentences) of the protocol to confirm the entity’s understanding of the research

3) Description of respective research activities and responsibilities in which the investigator(s) and the cooperating entity agree to participate, including a statement:
   a. Confirming the entity is familiar with the research activities
   b. Granting permission to named investigator(s) to perform those activities
   c. Outlining responsibilities assumed by the entity, such as providing access to files, referring patients, allowing employees to use work time to complete survey, etc.
   d. Verifying the signatory official has had the opportunity to ask questions and has received adequate answers from the investigator(s)
   e. Demonstrating the cooperating entity has duly authorized the signatory official to represent the entity

4) Letter must be signed by signatory official. A signatory official is one to whom the cooperating entity has given authority to allow investigators to have access to the entity to recruit and/or enroll potential participants, and/or conduct research activities and/or collect data. The signature block should include:
   a. Printed name
   b. Signature
   c. Title of official
   d. Date of signature