This document contains two general templates for two common types of gatekeeper letters and three real-world examples of gatekeeper letters previously approved by the IRB.

**Sample #1** is a generalized template for typical school-based research, including action research projects. This letter would typically be adapted by the appropriate school official (e.g., principal, superintendent) and returned to you to be included in your submission materials to the IRB.

**Sample #2** is a generalized template for use with other agencies and organizations.

Please feel free to adapt these samples as needed for your project. Be sure to include specific information about methodology and design (including the nature, subject, time frame, interventions, etc., unique to your study).

**SAMPLE #1 (for school-based projects)**

Dear CCSU Institutional Review Board:

[Name of PI or LI] is a [insert role at ____]. S/he has proposed a research project (OR will conduct her/his Master’s thesis project; class project; whatever is appropriate) on [nature of investigation, subject matter] during [time frame] for which s/he will [nature of intervention(s)].

I am aware that his/her project involves students in grade(s) [__] and will be conducted in [a classroom/workgroup/other] setting. (OR if appropriate, I understand that the study involves the collection of data from school records. Such data will be provided to the researcher in a de-identified manner, such that data cannot be traced to a particular participant.)

I support these planned activities which involve (OR which go beyond) normal classroom activities and curricular content. *

Sincerely,

[Signature] __________
[First & Last Name]
>Title
[Name of School/Institution]

* PLEASE NOTE: if a study involves ONLY normal classroom activities, the IRB defers to the gatekeeper to determine if student assent and/or parental consent must be obtained. **If the study goes beyond traditional class content, parental consent IS required by the IRB.**
SAMPLE #2 (for projects involving recruiting and/or data-collection within an external agency)

Dear CCSU Institutional Review Board:

[Name of PI or LI] is a [insert role] at Central Connecticut State University [AND if appropriate, an employee/volunteer at _______]. S/he has proposed a research project [or Master’s thesis project; class project; whatever is appropriate] on [nature of investigation, subject matter]. The study will take place during (time frame), for which s/he will [nature of intervention(s)].

Optional text for nature of intervention:

“I am aware that his/her project involves recruiting employees (or clients) of this organization and will be conducted in [specific setting]” OR “I understand that the study involves the collection of data from organizational records.”

AND

“I understand that all information collected from individuals will be done with duly informed consent from the participating individuals and that organizational members can refuse participation with no negative consequences for said individual” OR “I understand that this project involves accessing personnel information from current and/or former members of the organization and that all such data will be provided to the researcher with all personally identifying information, e.g., names, addresses, job titles, etc. removed so that the data cannot be traced to any individual.” **

I support the conduct of this research in this organization.

Sincerely,

[Signature]___________
[First & Last Name]
[Title]
[Name of External Organization]

** Note: Consent may not be required if only de-identified data is involved.
This gatekeeper letter was used for school-based research which included normal classroom activity.

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GREATER HARTFORD ACADEMY OF THE ARTS MAGNET MIDDLE SCHOOL

Dear [Redacted],

[Redacted] is a 6th grade mathematics teacher at The Greater Hartford Arts Academy Middle School. She will conduct her Master's thesis project on Mathematics Test Anxiety and its Effects on Student Performance during the months of February through April for which she will administer a pre-and post-test, conduct interviews, and implement mathematics test anxiety coping strategies to her students. It is my intention that [Redacted] activities will become part of her normal classroom activity from this point forward. This activity will be able to inform the school of children's affect and formative assessment in mathematics.

I am aware that her project involves students in grade 6 and will be conducted in a classroom setting.

I support these planned activities which involve normal classroom activities and curriculum content.

[Redacted]

Principal
Greater Hartford Arts Academy Middle School
This gatekeeper letter was used to document support from an external agency.

2/10/16

[Redacted]son, PhD
CCSU – Dept. of Psychology

De[Redacted]on;
I am granting permission to your student and our employee[Redacted]an, to conduct his research project at this substance abuse treatment facility. I have known[Redacted]an for approximately 8 years and he has been employed at FTC for two years. I first met him when he was an intern and I was the clinical director at Alliance Treatment Center.

I can attest that[Redacted]an is ethical; he understands and adheres to the HIPPA confidentially laws at this agency. He maintains the confidentiality of all our current and past clients. I believe his research concerning opiate addiction will be of interest to us and our colleagues in this community as the heroin epidemic is wide scale.

We will support this project.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely

[Redacted]
Executive Director
This gatekeeper letter was used for school-based research without student involvement.

October 26, 2015

Dear [Name],

[Name] is the [Title] of the Glastonbury-East Hartford Magnet School. He has proposed a research project on beginning teacher perceptions of their readiness to teach in high poverty school settings.

I am aware that his project involves interviewing beginning teachers throughout CREC schools and that these interviews will be conducted at the schools in a one-to-one setting between now and the end of the 2015-2016 school year. I understand that invitations to participate in this study will be extended to all teachers in their first five years at CREC and that participation in this study will be on a volunteer basis. I understand that all information collected from individuals will be done with duly informed consent from the participating individuals and that organizational members can refuse participation with no negative consequences for said individual. I am also aware that research participants will not be selected from the Glastonbury-East Hartford Magnet School in order to prevent any conflict of interest with teachers who are supervised by [Name]. I also understand that all results will be reported in a fashion that precludes identification of any participant and that access to audio tapes and raw data will be limited to the researcher and his advisor.

I support this research and these planned activities which involve teachers within our schools.

Sincerely,

[Name]

[Title]

[Institution]