



## **IRB Guidance: Research Conducted in K-12 or Higher Education Schools**

### **School Principal & Instructor Acknowledgment Letters**

If your research is to occur at a school outside of Campbell University, you are **REQUIRED** to provide an acknowledgement Letter from the principal (or higher) of the school.

**You must also obtain an acknowledgement from the classroom instructor(s) any time that research data collection will be disruptive to instructional activities.** Even if you are just observing, or looking at secondary data, the teacher must be aware and agree to the research that is to take place.

These acknowledgements are not a consent form, but it establishes a mutual understanding between the researcher and principal/teacher about how data collection of students will occur in a manner that minimally disrupts classroom activities.

From the perspective of the Campbell University Institutional Review Board (Campbell IRB), this form may be presented in either letter or e-mail format. The researcher must obtain signatures before IRB approval can be obtained.

Please contact [irbadmin@campbell.edu](mailto:irbadmin@campbell.edu) if you have any questions about the appropriate content for these acknowledgement letters.

The letters providing on the following pages serve as templates for use in this type of research project.

## Letter to School Principal/Instructor Template

[Date]

[Dear Principal/Instructor Name],

I am requesting your cooperation in conducting a research project. The purpose of this research project is [insert purpose]. I propose to [insert research activities – consent, administer survey, collect data, etc. and be sure to describe how the amount of time required of each student to complete the research activities] on [insert date range]. I will coordinate the exact times of [insert – what you proposed to do] in order to minimize disruption to your instructional activities.

If you agree to be part of this research project, I would ask that you [insert a brief description of the type of assistance required from school staff].

If you prefer not to be involved in this research project, that is not a problem at all.

If circumstances change, please contact me via [insert contact information].

Thank you for your consideration. I would be please to share the results of this project with you if you are interested.

[For email versions of this letter (to instructors) you may instead state, I am requesting that you reply to this email with “I agree” to document that I have cleared this research project with you.]

Sincerely,

[Name of PI]

## School Acknowledgement Letter (Principal) Template

[Researcher Name]  
[Contact Information]

[Date]

Dear [Researcher Name],

Based on my review of you proposed research, I give permission for you to conduct the research project entitled [insert project title] within the [insert name of school]. As part of this project, I authorize you to [insert specific recruitment, data collection, and results dissemination activities]. Individuals' participation will be voluntary and at their own discretion.

We understand that our organization's responsibilities include: [insert description of all personnel, rooms, resources, and supervision that the partner will provide]. We reserve the right to withdraw from the study at any time if our circumstances change.

The research will include [insert, typical classroom instruction, pre-tests, post-tests, survey(s), etc.]. This authorization covers the time period of [Month, Day, Year to Month, Day, Year].

I confirm that I am authorized to approve research in this setting.

I understand that the data collected will remain entirely confidential and may not be provided to anyone outside of the research team with permission from the Campbell University IRB.

Sincerely,  
[Authorization Official]  
[Contact Information]

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[Name of PI]