A Letter of Agreement from each organization or agency cooperating in Binghamton University research is necessary to ensure that relevant information regarding the proposed research has been shared with and agreed to by the appropriate agency/institutional authority. The institutional authority is someone who has a signatory authority for the organization (e.g. school superintendent, school board chair, prison authority, or district authority).

Letter(s) of Agreement must be provided to Binghamton University's Human Subjects Research Review (HSRR) Office. This is one of the prerequisites for protocol approval. The HSRR fax number is (607) 777-5025 email address: hsrrc@binghamton.edu

Letter(s) of agreement must be on the official organization or agency letterhead and either:
- Submitted as an attachment with the electronic protocol application, or
- Submitted directly to the HSRRC administrator as an email attachment from an official agency email address.

The template (below) shows what should be included.

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[Cooperating Organizations Letterhead]

Letter of Agreement

[Date]
To the Binghamton University Human Subjects Research Review Committee:

I am familiar with [name of investigator’s] research project entitled [title of research protocol]. I understand [agency/institution’s name’s] involvement to be [specific description of role of agency, such as allowing employees to be interviewed, providing archival data, allowing students to observe, etc. Note: be sure to list all major data collection activities and groups.]

I understand that this research will be carried out following sound ethical principles and that participant involvement in this research study is strictly voluntary and provides confidentiality of research data, as described in the protocol.

Therefore as a representative of [agency name], I agree that [name of investigator’s] Research project may be conducted at our agency/institution.

Sincerely,

[Name & title of agency/institutional authority]