**Information Letter and Request for Permission to carry out Research.**

**Addressed to Head of School, Organisation, Institute**

**- Template -**

1. Please note that this template is intended to assist the Researcher in the design of the information letter and permission to carry out research addressed to the Head of School, Organisation or Institute.
2. This template consists of two parts: the information letter and the request for permission to carry out the research.
3. The template contains explanations in [ ] which are meant to guide the researcher, and are not to be included in the letter.

**Information Letter and Request for Permission to carry out Research**

**Addressed to Head of School, Organisation, Institute**

 [In the place of Head of School, Organisation, Institute please write the name the person/s who you wish to address.]

**Name of the Researcher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Research:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part I: Information Sheet**

**Introduction**

[Briefly state who you are, what is the purpose of your research (for example, a research project as part fulfilment of a degree, from which higher educational institution), and what you are researching. State also who your tutor / supervisor is.]

**Purpose of Research**

[Explain the research question in lay terms in a way that will clarify what your research is all about and what you intend to establish – avoid using complex technical or professional jargon.]

**Type of Research Intervention / Procedure**

[Provide a brief introduction to the format of the research study. If your research involves observation, explain briefly what you will be observing and for which reasons. If your research involves focus groups, interviews, or questionnaires, briefly explain the type of questions that the participants are likely to be asked, and if the questions may be of a sensitive nature or may potentially cause embarrassment, clarify that the participant will be informed about this. It may be helpful to the Head of School, Organisation, or Institute if they know from the very start what the research involves. If the researcher intends to use photographs, audio- / video-recordings, the Head of School, Organisation, or Institute should also be informed at this stage.]

**Participant Selection**

[Indicate why you have chosen this cohort to participate in the research. The Head of School, Organisation or Institute may wonder why that cohort has been chosen and may be concerned.]

**Voluntary Participation – Right to Refuse or Withdraw**

[Indicate clearly that the prospective participants can choose to participate or not, and that they do not have to take part in the research if they do not wish to do so. Assure the Head of School, Organisation, or Institute that whether the participants choose to participate or not will not affect them adversely in any way. State clearly that the participants may opt to stop participating in the research at any time and without any consequence.]

**Duration**

[Include a statement about the expected time commitments of the research for the School, Organisation, or Institute.]

**Risks and Benefits**

[Explain and describe any risks that you anticipate or that are possible. Also briefly explain and describe the benefits of the research project from which the individual, the community to which they belong, or society as a whole will benefit.]

**Confidentiality**

[Explain how the researcher will maintain the confidentiality of data with respect to both information about the participant and information that the participant shares, who has access to the data, and for how long this data will be kept. Explain that, in cases where research is sensitive or involves participants who are vulnerable, extra precautions will be taken to ensure safety and anonymity. Include a statement which states that the research participants will be informed about their rights, under the Data Protection Act Chapter 586 and the General Data Protection Regulation (GDPR) (EU2016/679), to access, rectify or erase the data concerning them.]

**Sharing the Results**

[Your plan for sharing the findings with the participants and the Head of School, Organisation or Institute should be provided. You may also inform the Head of School, Organisation, or Institute that the research findings will be shared more broadly, for example, through publications and conferences.]

**Part II: Request for Permission to carry out Research.**

[In this part

* You will request permission to observe, carry out interviews or focus groups, or administer questionnaires. State with whom you intend to carry out the research.
* Clearly state whether you intend to take photographs, or to audio or video record the sessions.
* State also that the research project will always abide by the General Data Protection Regulations.
* State also that the study has been approved by the MEYR Research Ethics Committee within the Research and School Internal Review Unit, Education Strategy and Quality Assurance. (Kindly attach the Authorisation Letter).
* Provide your contact information, and the name and contact information of your academic supervisor (where applicable).
* Thank the Head of School, Organisation, or Institute in advance for their co-operation.]

Name of Researcher Signature of Researcher Date