

**HOW TO USE THIS TEMPLATE:**

This document is the standard REC-approved template to assist you with designing a request letter for permission from institutions/organisations for access to participants or data. You may adapt the template as you see fit, but remember that the document must address the organisation directly, have some information about each heading and include the SU logo at the top. **Please write in NON-TECHNICAL language and ensure that scientific procedures are well-described and defined**.

Note that the institution/organisation should confirm their permission on an official letterhead, signed/stamped by an authorised person.

The text written in [*RED*] or highlighted in yellow is for **guidance only** and should be removed before finalising the document. Also, this information box should be deleted before the document is finalised.

*The REC: Humanities would like to acknowledge and thank Ms Tanya Ficker (Faculty of Engineering) for designing this template.*

**REQUEST LETTER FOR INSTITUTIONAL PERMISSION**

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**INSTITUTION NAME & ADDRESS:** \_\_\_\_\_ *(details of the institution you are requesting permission from)*

**INSTITUTION CONTACT PERSON:** \_\_\_\_\_ *(name and surname of the contact person at the institution)*

**INSTITUTION CONTACT NUMBER:** \_\_\_\_\_ *(contact number of the contact person at the institution)*

**INSTITUTION EMAIL ADDRESS:** \_\_\_\_\_ *(email address of the contact person at the institution)*

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TITLE OF RESEARCH PROJECT: \_\_\_\_\_

**RESEARCHER:** \_\_\_\_\_ *(name and surname)*

**DEPT NAME & ADDRESS:** \_\_\_\_\_ *(name and address of academic department)*

**CONTACT NUMBER:** \_\_\_\_\_ *(preferably cell phone number)*

**EMAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_

Kindly note that I am a \_\_\_\_\_ *(MEng/BEng)* researcher/student at the Department of \_\_\_\_\_ at Stellenbosch University, and I would appreciate your assistance with one facet of my research project.

Please take some time to read the information presented in the following five points, which will explain the purpose of this letter as well as the purpose of my research project, and then feel free to contact me if you require any additional information.

1. **A short introduction to the project:**

*[Please include a short introduction to your research project, consisting of no more than 12 x lines.]*

1. **The purpose of the project:**

*[Please include the aim of your research project, consisting of no more than 12 x lines.]*

1. **Your assistance would be appreciated in the following regard:**

*[Please stipulate that you would like to request institutional permission and include information with regards to what exactly it is that you need permission for. Is it because you need to send online questionnaires to (or conduct interviews with) their students and/or staff members? Is it because you require access to institutional information (or archives) that is not in the public domain? Is it because you require access to a database containing information linked to personal identifiers (names, ID numbers, student numbers, etc.)? Either way, please specify exactly what you need permission for,* ***so that the institution is 100% clear on what they need to grant you permission for****.*

1. **Confidentiality:**

*[Please stipulate in no more than 12 x lines what measures you’ll put in place to order to ensure the confidentiality of the institutional information and/or the anonymity of their students/staff/organisation. If confidentiality will not be maintained, please request in this application letter that the institution specifies in their permission letter that they are* ***aware*** *of the fact that this information will not remain confidential during the reporting of results.]*

1. **Timeframe of research project**

*[Stipulate the timeframe in which you would need access to the institutional data/ information/ personnel/ students. If the institution requires that you sign a non-disclosure agreement, please contact the SU Division for Research Development’s Contract Office for a legal opinion on the content of the non-disclosure agreement.]*

If you have any further questions or concerns about the research, please feel free to contact me via email (\_\_\_\_\_) or telephonically (\_\_\_\_\_). Alternatively, feel free to contact my supervisor, \_\_\_\_\_, via email (\_\_\_\_\_) or telephonically (\_\_\_\_\_).

Thank you in advance for your assistance in this regard.

Kind regards,

\_\_\_\_\_ *(your full name)*

Principal Investigator