








Preparing Letters Requesting Permission



for Data Usage in Research / for Entry to Specific Sites to Conduct Research





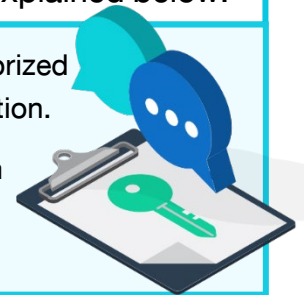
A research project conducted in locations outside the researchers' affiliated institution or Mahidol University must provide a formal permission request to access the research sites for data collection. Evidence of permission to use data for research purposes or to access the research site must be submitted to Mahidol University, The Central Institutional Review Board (MU-CIRB) for consideration prior to the issue of approval certification. The letter requesting permission

The letter requesting permission must cover the details listed as follows:

- 1 The request letter must be an official letter issued by the researcher's affiliated institution 
- 2 The letter must be signed by an authorized person within the institution only. The authorized person can be:
 -  the dean
 - OR
 -  the deputy dean for research
 - OR
 -  the director of the affiliated department
 - OR
 -  the dean of the graduate school

The project leader, whether a faculty member or a student, cannot sign the letter on their own behalf.
- 3 Identification of individuals and organizations with the authority to grant permission for data collection such as directors and institutions must be specified in the letter. 
- 4 The letter must include a clear statement specifying the purpose of the permission such as **requesting information** or **access to a location** for data collection. 
- 5 Details of the request for the research project must be specifically stated as appropriate as explained below:

-  Request for data access or for information of individuals and organizations authorized to grant permission for data collection, along with the purpose of the data collection.
-  Request access to information on volunteers, patients, or individuals from whom data is needed. The letter must also indicate the tools / methods used for data collection. the location. the duration of data collection. or other relevant details.



When permitted Submit evidence of approval/permission showing signature and position of the person with authority to supervise the location to MU-CIRB to receive The Original Certification of Approval.

In case of non-permission as the research area requires certification documents, please send a copy of the letter requesting permission to MU-CIRB.

MU-CIRB will then prepare Temporary CoA (CoA(T)) or Temporary CoE (CoE(T)) To be used as evidence in requesting permission to enter the research area. **The temporary certification document is valid for 90 days and cannot be used to support research results, applications for academic positions, or applications for graduation.**

Upon receipt of evidence of approval / permission,
MU-CIRB will issue The Original Certification of Approval to the researcher.

