[To the writer: **If using this template, please customize the yellow highlighted portions to your specific agency and this particular student’s research project**. **Thank you!]**

Date

Lewis-Clark State College

Institutional Review Board

Social Sciences SPH 101A

500 8th Ave.

Lewiston, ID 83501

LCSC Institutional Review Board:

This letter is being written on behalf of LCSC Student [Student full name] and his/her proposed research topic. [Student first name] will be examining (describe the agency records, clients, employees, etc. that the student will have access too - e.g.,) the types and frequency of probation violations for probationers in Kootenai County. He/She will be working with four of our probation officers in our Coeur d’Alene Office to obtain the required data.

Having spoken with [Student first name] regarding his/her research method and process, we are in support of his/her efforts to move forward with his/her proposed project. I will provide oversight and assistance to [Student first name], at our office, to facilitate his/her efforts.

I feel confident that [Student first name] will be mindful of confidentiality concerns and will not violate any trusts.

Please let me know if you have any questions or concerns.

Regards,

[Please return the **signed** letter, on **agency letterhead** to research professor@lcsc.edu.

Thank you for supporting student research at LCSC!]