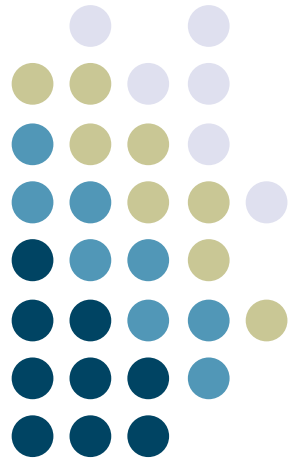


IRB: Getting Letters



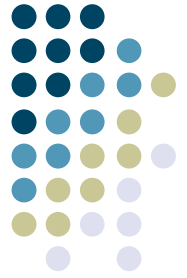
**Georgia
Tech**





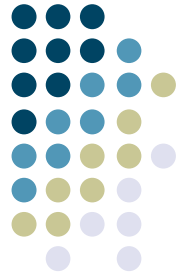
Sites that Did Not Need Letters

- Really public places
 - Piedmont park
 - Street corners
- Georgia Tech campus areas
 - Student center
 - Hallway of TSRB
- One strategy for some of you
 - Sites that are no letter zones



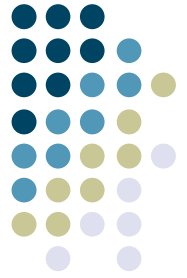
Sites that Do Need Letters

- Corporate/Owned Public Spaces
 - Bars, Cafeterias, Museums
- So, how do you go about getting letters of permission
 - It's a negotiation
 - You have to understand their perspective
 - Now we have three perspectives in play
 - You as researcher
 - Subjects being studied
 - People who own the sites



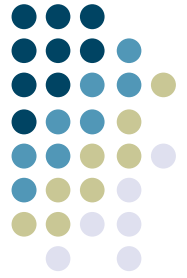
Strategy for Obtaining Letters

- Begin by going to places that are “student friendly”
 - Bookstore coffee shop, technology, museums (learning)
- Go in person
 - Take your GTID to prove who you are
 - Practice those lay summaries
 - Take a draft of the letter you want signed
- Emphasise things that those people are going to care about
 - Not disruptive to their patrons
 - You have training that has helped you to understand subjects rights
 - Educationally valuable for you, but don’t be “research pompous”



Letter Should Say

- That the person who signed
 - Understands the purpose of the project
 - Allows you to conduct the project at their facility
 - Gives information about who the person is
 - Name, signature, and name of site
 - Ask for a business card too, just as further evidence
- Letters should be turned into Melanie Clark's office
 - I would take it there in person (it's valuable)
 - I would photocopy it so that if it does get lost then you have another
 - Attach information including your names, ID's, and Protocol Number to another sheet of people



Changing Locations

- Edit the location in the protocol
- Include a letter to Melanie letting her know that you've changed it
 - Upload a memo easiest
 - Call memo "Location-Change"
- Justify change not in terms of reduced workload to yourselves
 - In terms of how it doesn't change the study design