# SAMPLE

## Letter of Acknowledgement of a Research Project at a CCSD Facility

**“Correspondence must be on the facility’s letterhead”**

Office of Research Integrity – Human Subjects

University of Nevada, Las Vegas

4505 S. Maryland Parkway, Box 451047

Las Vegas, NV 89154-1047

Subject: Letter of Acknowledgement of a Research Project at a CCSD Facility

Dear ORI – Human Subjects:

This letter will acknowledge that I have reviewed a request by [name/s of UNLV researcher/s] to conduct a research project entitled, [project name] at [facility name/s and location/s].

When the research project has received approval from the UNLV Institutional Review Board and the Department of Research of the Clark County School District, and upon presentation of the approval letter to me by the approved researcher, as site administrator for [facility name] I agree to allow access for the approved research project.

If we have any concerns or need additional information, the project researcher will be contacted or we will contact the UNLV Office of Research Integrity – Human Subjects at 702-895-0020.

Sincerely,

Authorized Facility Representative Signature Date

Print Representative Name and Title