

# How to Create an Institutional Consent Letter

1. It should be written on an Institution's/Company's letterhead;
2. It should mention the researcher/investigator by name;
3. It should mention the title of the study for which institutional consent is being given;
4. It should be dated;
5. It should include the scope of the permission— what the researcher can do with, and on the subjects;
6. It should include the name and the title/office of the individual within the institution providing the consent;
7. It should be signed by an authority of the institution;
8. It should be addressed to:

Institutional Review Board  
Andrews University  
4150 Administrative Drive, Room 322  
Berrien Springs, MI 49104-0355

Or faxed to attention

IRB: (269) 471-6543 E-mail Letters: Letters may be sent as scanned email attachments to [irb@andrews.edu](mailto:irb@andrews.edu)