

Guidance: To use the template below for your ethics application, add text relevant to your research. You can delete the text in green, but you MUST keep the text in black.

Email or letter from the organisation giving permissions

[You can adapt and send this email template to the institution, workplace or individual you are approaching to request permission to recruit from their networks/business or to conduct research in their organisation. Permission should be given on letter headed paper, be stamped by the organisation and/or include the email address and signature details of the person giving permission and their position in the organisation. The person giving permission can cut and paste this completed template once you have entered all details for them and they just need to add their signature].

Date:

Dear [Your name],

I understand you are a student at the University of Essex online and are conducting research as part of your **computing/artificial intelligence/cyber security/data science** degree. I give permission for you to recruit from [name of the organisation] and will share the recruitment post and invitation email with colleagues/ allow you to conduct research with employees/pupils who have volunteered from within my organisation/school [change to fit what you are asking them to do].

I understand that participants will be asked to [You need to give some details of what the participants will be asked to do, e.g. I understand that participants will be asked to take part in a 60-90 minute interview about xx].

This will take part from [date] to [date]. [Say how long the study will require their employees/pupils for, or the period they will send the recruitment emails/advertisement emails out for you].

Best wishes,

Signature

[This should also include details of who the person is and what authority they have to give their permission e.g., Head of the department]