

Authorization to Contact Prospective Participants

**for an Inquiry Involving People**

In order to use mailing lists, email aliases, membership lists, or other means of contacting prospective participants for an inquiry involving people, investigators must obtain written authorization from an appropriate person as indicated on the list at the end of this form. This completed and signed form must be attached to the project Ethics Plan.

**Investigator’s name and email address:**

***For student projects:***

**Instructor or faculty/staff advisor:**

**Course, student organization, or other context for project:**

**For faculty or staff projects:**

**Department or office:**

**Project title:**

**1. Project abstract.** What are the main research questions you are seeking to answer in conducting this investigation?What kind of information will you gather from/about people, and what methods will you use? What makes this project significant or worthwhile?

**2. Please describe the list or other information you are requesting to contact prospective participants in your project:**

**3. When do you hope to begin contacting prospective participants?** Please indicate approximate mm/dd/year.

**4. How will you contact them? Check all that apply:**

Email

Campus mail

US mail

Telephone

Other:

***Faculty/staff supervisor*** *(for projects with student investigators)****:***

I have reviewed the Ethics Plan, attachments, and Application for IRB Review (if applicable) for this project, and I support this request for authorization to contact prospective subjects.

### Signature of faculty/staff supervisor Date

#### *Authorization*

The investigator is authorized to use the list(s) or other information requested on this form for the purposes described above, once the project has received all appropriate approvals from St. Olaf. Any additional conditions for this use are indicated below.

*Signature Printed name and title Date*

*Signature Printed name and title Date*

##### Additional conditions for use of approved list:

##### Individuals who can provide authorization

|  |  |
| --- | --- |
| To contact current St. Olaf students:1 | |
| Lists or aliases for a specific class year | Class Year Dean or designated staff |
| Lists or aliases for majors or concentrators | Department chair or program director |
| Course aliases for specific course rosters | Course instructor |
| Lists or aliases for student organizations | Faculty or staff advisor |
| To contact St. Olaf faculty: | |
| Lists or aliases for the faculty as a whole | Associate Provost |
| Lists or aliases for a specific Faculty | Associate Dean for that Faculty |
| Lists or aliases for a specific department or program | Department chair or program director |
| To contact St. Olaf staff: | |
| Lists or aliases for staff in a specific division | Vice President for Human Resources |
| Lists or aliases for staff in a specific office | Director of the Office |
| **To contact St. Olaf alumni:** | |
| Lists or aliases for any alumni groups | Director of Alumni and Parent Relations |
| **To contact prospective participants who are not members of the St. Olaf community:** | |
| Elementary or secondary schools | School principal or principal’s designate |
| Non-profit organizations | Director or director’s designate |
| Membership-based organizations | Director or director’s designate |
| Other organizations or groups | Chair, director, or other organizational leader |

1For investigations intended to draw conclusions about St. Olaf students as a whole rather than about the subgroups identified above, contact the St. Olaf [Director of Institutional Research](http://wp.stolaf.edu/ir-e/office-staff/) to request a list of randomly-selected students. The Director of Institutional Research will evaluate the request in light of other ongoing college projects involving the collection of data from students. A request for a randomly-selected sample of current students does not require completion of this authorization form; an approved Ethics Plan and, if applicable, Application for IRB Review are sufficient.

*If the above table does not include the group for whom you are requesting contact information, please consult the* [*IRB Chair*](http://wp.stolaf.edu/irb/contact/) *to determine the individual who can authorize your request.*