**APPENDIX ONE**

insert date

**To:**

**Contact Name**

**Organisation/ Institution/ Business Details**

**RE: RESEARCH PROJECT: “insert proposed research proposal title”**

Dear,

I am writing in regard to the above proposal to undertake research. The proposal includes the participation of your organisation in the proposed research.

Should the project proceed, it is anticipated that the research will occur between (insert dates) and will involve (include a brief outline of the activity).

The proposed research is currently under review by the University of Newcastle (or Hunter New England) Human Research Ethics Committee and if their approval is granted then formal approval from your organisation will be sought prior to the project commencing.

To assist in the planning of the research I request *in principle* agreement for your organisation’s involvement. I also seek your organisation’s notification in regard to all potential health or safety risks of which the researchers should be aware.

Could I ask you to please respond in writing on organisational letterhead with the endorsement of a member of the organisation with the authority to approve this request.  Alternatively this advice may be emailed to ...........

Please do not hesitate to contact me should you require any further information.

Yours Sincerely,

Name

**Name and Surname**

Position Title

School / Faculty / Division details

The University of Newcastle

University Drive Callaghan NSW 2308     Australia

Telephone: + 61 2  XXXX XXXX

Facsimile:   + 61 2  XXXX XXXX

Email:  @newcastle.edu.au                                            CC: Head of School or Pro Vice-Chancellor