**SITE AGREEMENT FORM**

Date

Dear Administrator/Principal:

As a student at Buffalo State, I am conducting a research project to . . . *(complete this sentence). Example: “discover how teachers incorporate visual culture into the art classroom. In my search to find teachers who use visual culture in this manner, I have heard from reliable sources than an art educator in your school district teaches following these ideas and would greatly benefit my study. I have discussed my research project with your art educator, who has agreed to be a participant. I hope you will agree to these terms, also.”*

I will be . . . *(complete this sentence). Example: “collecting data through observation of site, informal interviews of the teacher with audio recordings of sessions, questionnaires, and conversations. I will be taking photographs of student artworks, classroom environment, and teacher examples.”*

Your participation will be helpful to my research project and is completely voluntary. There are minimal risks and all information will be confidential and used for research purposes only. Fictitious names will be used to protect all identities.

I would certainly appreciate your consideration of this request to further my research at Buffalo State for my own education and that of others on this subject matter in the . . . (*complete this sentence). Example: “*visual arts.”

I look forward to hearing from you and setting up a time to further discuss my research project and fill out any necessary paperwork to begin my study. If there are any questions, please contact me at . . . (*complete this sentence).*

Sincerely,

*[Researcher Name]*

* \_\_\_\_\_ **I approve the study** described above
* \_\_\_\_\_ **I do not approve the study** described above

Administrator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please print)

Administrator

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*If you are unable to reach a member of the research team and have general questions or you have concerns or complaints about the research study, research team, or questions about your rights as a research subject, please contact Gina Game, IRB Administrator, Sponsored Programs Office/SUNY Buffalo State at [gameg@buffalostate.edu](mailto:gameg@buffalostate.edu) or (716) 878-6700.