**Jessica Alexander**
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**John Philip**
Vice President of Facilities
Cal Poly Pomona

Dear Mr. Philip,

I am writing to formally request site authorization to conduct my dissertation study titled **"Books in Academia: Faculty Perspectives at the Crossroads of Books and Education"** at Cal Poly Pomona. As a doctorate student at Cal State XYZ, I am interested in exploring the perspectives of faculty members on the re-integration of books in academic settings.

The study involves passive recruitment of faculty members through the Director of the Center for Academic Faculty Excellence (CAFE), who will act as the liaison, for this study. Faculty members will be invited to voluntarily participate in a short survey that should take less than 10 minutes to complete, and those interested may opt-in to take part in follow-up focus group interviews

The Cal State XYZ Institutional Review Board is reviewing the proposed study (IRB number, if applicable) and will ensure the study meets all ethical standards when collecting data from human subjects, for research purposes.

As Cal Poly Pomona is my employer, this authorization request serves to formally inform you and seek your support as my HEERA manager for my proposed research-related activities with Cal Poly Pomona faculty. I assure you that I will adhere to all Cal Poly Pomona IRB policies and procedures (link, if available).

I am happy to answer any questions you may have regarding the study.

Thank you for considering my request.

Sincerely,

Jessica Alexander

Doctorate Student

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**Site Authorization Granted:**

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