(Your Institution’s Letterhead)

Date

Dr. Allison Smith, Assistant Commissioner for Student Health and Wellness

Louisiana Board of Regents

Louisiana Core Survey Administrator

6-214 W.C. Claiborne Buidling

Louisiana Board of Regents

Baton Rouge, LA 70802

Name of Campus has agreed to take part in the 2025 *Core Alcohol and Drug Survey* and will follow the protocols specified by the Louisiana Core Survey administrative office and the Core Institute. As my institution does not have a formal institutional review board to conduct a full review of the survey administration, I will personally oversee administration of the *Core Alcohol and Drug Survey*.

This letter is to state that I, Name and Title of Liaison, will administer the survey in accordance with appropriate academic standards for human subjects survey research including providing an informed consent letter to all student participants for which I will serve as the contact for any participant questions or concerns.

(If needed: (Name), (Title), will provide additional oversight in an advisory role as my institution’s chief (position) officer.

Regards,

Signature

Name

Title