Requirements for Permission Letter to Deploy AI

When AI is being deployed in an institutional information system or interface such as electronic medical record, the IRB typically requires that documented permission from a local information system administrator be submitted in PittPRO. The materials below provide information on what content is required in this type of memo. In some cases, the IRB may accept an email in lieu of a letter, and the requirements can be adjusted accordingly.

 LEMONT PREPRATORY	The letter should be provided on a letterhead, if applicable.
4/11/2025	The memo should include a current date.
TO: University of Pittsburgh	
FROM: Jane Dogood Chief Information Officer	The memo must be provided by an administrator-level employee of the information system involved or other appropriate administrator. Ensure name and title are included.
RE: ACT FAST in Private Schools	The memo must reference the title of the PittPRO research protocol.
Lemont Preparatory is a private preparatory school for secondary students in Allegheny County. Nia Taylor and her collaborators would like to use our student information systems to test their ACT FAST early warning alert system. The AI uses student information to alert teachers of students at risk for academic failure. ACT FAST will scrape data from our learning management system, behavior management system, and attendance records and send email alerts to teachers notifying them of students it identifies as at risk due to sudden changes in behavior or performance. We feel ACT FAST is promising technology that could help us better serve our students by providing an individualized warning system based on the assessment of multiple factors.	The memo must indicate the organization understands the purpose of the AI and must identify the information systems in which the AI will be deployed.
Nia and her team have addressed all our privacy and confidentiality concerns, and we are happy to allow them to access our systems to test and develop ACT FAST at Lemont.	The memo must state that permission to access the information systems is granted and that the research can be conducted at the site
Sincerely, Jane Dogood Jane Dogood, PhD Chief Information Officer Lemont Preparatory (412)123-4567	The memo must be signed, unless the IRB is accepting an email as documentation.