******Information Letter**

**Example Letter One - Detailed**

**Project Title**

Dear

We invite you to participate in a research study looking at the effects of ….. This study is part of my (e.g. honours, Masters, PhD) Degree in (specify), supervised by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Murdoch University

**Nature and Purpose of the Study**

It is common practice that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. However, many researchers have questioned whether or not this is worthwhile, because studies have found that the information may not be as accurate as once thought.

Therefore the aim of this study is to investigate how \_\_\_\_\_\_\_\_ to find out whether \_\_\_\_\_\_\_\_\_\_\_\_.

If you consent to take part in this research study, it is important that you understand the purpose of the study and the procedures you will be asked to undergo / tasks you will be asked to complete. Please make sure that you ask any questions you may have, and that all your questions have been answered to your satisfaction before you agree to participate.

**What the Study will Involve**

If relevant indicate whether there are any inclusion / exclusion criteria (e.g. to participate in this study you must be right-handed and have normal or corrected to normal vision / hearing).

If you decide to participate in this study, you will be asked to complete the following tasks (adjust the information for your study and given an accurate estimation of time):

Complete 2 questionnaires that ask about your experiences in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and one questionnaire that asks you to rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

To volunteer for an interview / testing session following the questionnaires (e.g. we wish to test all those who complete the questionnaire; we will seek to interview approximately 10% of the people who complete our survey).

It is estimated that the questionnaire will take approximately 45 minutes. Testing sessions / interviews should take around 1 hour.

(only include this paragraph if it is true for this study) It is possible that you may experience some level of anxiety or stress during the session as a result of some of the tasks. You will be monitored closely during the study and you are free to withdraw at anytime during the session. If these feelings persist after the completion of the session, arrangements will be made for you to access support from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at no expense to you.

**Voluntary Participation and Withdrawal from the Study**

Your participation in this study is entirely voluntary. You may withdraw at any time without discrimination or prejudice. All information is treated as confidential and no names or other details that might identify you will be used in any publication arising from the research. If you withdraw, all information you have provided will be destroyed (sometimes data cannot be withdrawn or destroyed after a certain point, if so, indicate this to participants – e.g. If your data has already been de-identified or published, it may not be possible to destroy data that you provided in the earlier stages of the research. In this instance, all your information will be attributed anonymously).

**Privacy** (use where you are researching your students or modify for workplaces and similar situations)

Your privacy is very important. Because some of the research team are staff members associated with this unit, whether you elect to participate or not will be kept entirely confidential. Any members of the research team who are associated with you in other roles (e.g. the coordination or administration of this unit) will not know whether you have elected to participate and will view only anonymous data. It will thus not be possible to identify you, neither will you be identified in any publication arising out of this study (modify this sentence for inadvertent identifiability).

**Benefits of the Study**

It is possible that there may be no direct benefit to you from participation in this study (or list any benefits there may be).

While there is no guarantee that you will personally benefit, the knowledge gained from your participation may help others in the future. (Perhaps add some ideas about how it might help others)

**Possible Risks**

There are no specific risks anticipated with participation in this study (alternately, if there are risks, outline them clearly here). However, if you find that you are becoming distressed or \_\_\_\_\_\_\_\_\_\_\_\_\_ you will be advised to receive support from \_\_\_\_\_\_\_\_\_\_\_\_. Alternatively, we will arrange for you to see a counselor / medical practitioner / \_\_\_\_\_\_\_\_\_\_ at no expense to you.

**Reimbursement** (include this section only if relevant)

If participants will be reimbursed or rewarded in any way for their participation let them know (e.g. participants will each be offered a $00.00 shop voucher / movie ticket or we will hold a raffle of –item– to the value of $00.00 and you have approximately a 1:100 chance of winning this)

If you have any questions about this project please feel free to contact either myself, xxxx xxxx on mbl. xxxx xxx xxx or my supervisor, Dr xxxx xxxx, on ph. xxxx xxxx (do not give your home contact details). My supervisor and I are happy to discuss with you any concerns you may have about this study.

Once we have analysed the information from this study we will mail / email / put on our web site a summary of our findings. You can expect to receive this feedback in (timeframe).

If you are willing to consent to participation in this study, please complete the Consent Form (or for anonymous surveys, provide instructions on how to locate and complete the survey).

Thank you for your assistance with this research project.

Sincerely

Signature

This study has been approved by the Murdoch University Human Research Ethics Committee (Approval xxxx/xxx). If you have any reservation or complaint about the ethical conduct of this research, and wish to talk with an independent person, you may contact Murdoch University’s Research Ethics & Integrity on Tel. 08 9360 6677 (+61 8 9360 6677 for overseas studies) or e-mail [ethics@murdoch.edu.au](mailto:ethics@murdoch.edu.au). Any issues you raise will be treated in confidence and investigated fully, and you will be informed of the outcome.

This study has been approved by the Murdoch University Human Research Ethics Committee (Approval xxxx/xxx). If you have any reservation or complaint about the ethical conduct of this research, and wish to talk with an independent person, you may contact Murdoch University’s Research Ethics Office (Tel. (+61 8) 9360 6677) or e-mail [ethics@murdoch.edu.au](mailto:ethics@murdoch.edu.au)). Any issues you raise will be treated in confidence and investigated fully, and you will be informed of the outcome.