**Appendix E**

**INSTRUCTIONS TO PRIMARY INVESTIGATOR**

SAMPLE ONLY: The following is the list of content that may be included in an information letter. Maximum suggested length 2 pages. Use clear and simple language and avoid complex terminology.

Item list for Information Letter (may include but not limited to)

* Institution letterhead
* Contact information of the applicant.
* Date
* Project Title
* Short rationale & aim of the study.
* Who can participate? (Selection criteria)
* What will I be asked to do? (Methodology)
* Privacy and Confidentiality (Data collection, security, storage, destruction etc.)
* What if I change my mind? Consent/ withdrawal
* Adverse effects
* Compensation
* What are the next steps? Whom do I contact?
* Researcher’s signature, REB contact information and REB number

**Detach this page before submitting the Information Letter.**

# **Information Letter**

 (Letter head of College or institution that is initiating the research)

Identify appropriate institution address

For further information

Primary investigator

Telephone

Email

Insert Date

**Insert Project Title:** Click or tap here to enter text.

Dear Potential Participant,

You are invited to take part in the research project identified above which is being conducted by [Name(s)] from the [Organizational Unit] at [Institution]. If the research team is made up of several members, their names and affiliations may be listed under the “Research Team” at the end of the document after the signatures.

This research project examines [INSERT brief explanation of project – approximately 2-3 sentences]. The purpose of the research project is [INSERT the aims of the project and why you consider it worth doing. If appropriate, put the research into context in relation to another research on the topic, e.g. “Previous research has shown that…”]

## **Who can participate in the research?**

State who is being invited to participate, e.g. “We are seeking people aged 18-60 years of age to participate in this research.” Include any relevant information on who should not, or cannot participate, e.g. “If you are currently on medication for a heart complaint…”

## **What choice do I have?**

Participation is entirely voluntary. If you decide to participate, you may withdraw from the project at any time without giving a reason. The researcher(s) may also withdraw a participant if it is considered in the participant’s best interest or it is appropriate to do so for another reason. If this happens, the research(s) will explain why and advise you about any follow-up procedures or alternative arrangements as appropriate.

All information collected will be confidential. All information collected will be stored securely with the researchers and kept for a period of five years in the [INSERT Dept information to be held in]. At no time will any individual be identified in any reports resulting from this study.

## **What will I be asked to do?**

1. Identify all interviews, focus groups, questionnaires, observations, etc. Use lay language that can be easily understood by potential participants.
2. Explain what information you will be obtaining from or about the participant. If access to participants records of any kind are being sought, state what information will be extracted (explicit consent is required).
3. Give the timing, time commitment, and participant’s commitment for each component [e.g., a questionnaire which should take approximately 15 minutes…]
4. Where the participant’s involvement requires several visits over a period of weeks/months it is recommended that you include a table setting out what happens at each visit.
5. Make it clear which aspects, if any, of the project are experimental.
6. Explain randomization procedures, if applicable.
7. State where and when the participation will take place.
8. Identify who will conduct the interviews or focus groups, etc.
9. If there is any reimbursement to participants, provide details.
10. Where a participant has the option of participating in one, or more than one, component of a project, this should be made clear.
11. What are the risks and benefits of participating?
12. Provide an objective description of the known and potential risks/discomforts and benefits. Any benefits to participants should be identified, but not exaggerated.

## **How will the information collected be used?**

Collection: Explain how and where the data will be collected. Will email be used? Explain how their data will be protected like encryption. How will the data be reported or presented? Explain what information about the participants will be reported, and what feedback, if any, will be available to participants.

Storage: Data will be stored <explain how and where> for a period of <number of years>. If data collected is being recorded, the data will be stored in <Canadian based cloud-service?>. Who will have access to this data?

## **What do I need to do to participate?**

Please read this Information Letter and be sure you understand its contents before you consent to participate. If there is anything you do not understand, or you have any questions, please contact the Principal Investigator.

If you would like to participate, please [INSERT specific instructions including signing any required consent forms, completing questionnaires, attending meetings, etc.]

[Include if relevant] If you are consenting on behalf of a child, and the child is of sufficient age to understand what is being asked of them, please discuss the project with the child before making a decision. Where a parent/guardian consents to their child participating, the final decision will rest with the child.

What happens if I want to withdraw?

You can withdraw from this research at any given time without any reason provided. All data will immediately be destroyed upon withdrawal.

Thank you for considering this invitation,

Signature of researcher(s)

This project has been approved by the George Brown College Research Ethics Board, Approval No. [INSERT]. Should you have any concerns about your rights as a participant in this research, or you have a complaint about the manner in which the research is conducted please get in touch with the Chair of the REB at researchethics@georgebrown.ca