**Information Letter Template (Survey) Implied Consent**

***(adapted from University of Ottawa)***

**ON INSTITUTIONAL LETTERHEAD**

**(If electronic – institutional logo should be present)**

*The “implied consent text” herein is merely a template and it should be adapted to accurately reflect your research project. For ease of reading, please use titles for each paragraph and avoid using abbreviations and acronyms. The italicized text is instructional and should be removed in the final version.*

**Title of the study:** Please indicate the exact title of the study as it appears in the ethics application

**Principal Investigator(s) (Supervisor(s)):** Dr. XXX

Assistant Professor

School of **XXX**

University of Alberta

Edmonton, AB

(780) 492-0000 ext. XXXX

**Co-investigator(s) (Student(s)):** *(if applicable)*

1. *The telephone number and email address of the supervisor must appear on this form.*
2. *Students should refrain from putting their home telephone numbers and email addresses. Only institutional contact information should be provided.*

**Invitation to Participate:** You are invited to participate in this research study 1) about (name topic) i.e., using a computer or 2) because you have a certain condition/criteria. I.e., you have experience working with immigrant populations. *[If possible and appropriate, and hasn’t been addressed in a separate cover letter) indicate how you got their contact information]*

**Purpose of the Study:** From this research we wish to learn *[clearly indicate why the research is being done. Explain what hypothesis is being tested and what the research is supposed to demonstrate].*

**Participation:** If you wish to participate in this study, please complete the attached survey. The survey should take you approximately *[indicate the estimated length of time for completion of the survey, this can be a range. i.e., 15-20 minutes]* to complete*.* You do not have to answer any questions that you do not want to answer. Once you have completed the survey, please return it in the stamped self-addressed envelope provided *[or describe any alternate method of returning the survey. In the case of electronic submission, state that one should choose the “submit” button]*

We would appreciate receiving it before *[date.]* If we do not receive it by said date, we will send you a notice of reminder *(This is true only for those studies where anonymity is not guaranteed and the participant is aware that there is no opportunity for such. These statements can be removed in the case of an anonymous survey. However, if reminders will be sent to everyone, regardless if they’ve already participated, then this should be stated. If more than one reminder will be sent, state how many along with the time interval between notices -* \* NOTE – the REB will approve a maximum of three reminder notices)

**Benefits:** *Indicate any direct personal benefits to participation in the study. These should match the benefits described in section 3.2 of the application.* *If there aren’t any, this should be stated.*

**Risks:** *List any risks identified in section 3.1 of the application here along with what will be done to mitigate those risks. I.e., if emotional upset is possible, provide a list of resources or instruct the participant to contact the researcher. If there aren’t any risks this should also be stated.*

**Confidentiality and Anonymity:** The information that you will share will remain strictly confidential and will be used solely for the purposes of this research. The only people who will have access to the research data are *[clearly explain who will have access do the data].* Your answers to open-ended questions may be used verbatim in presentations and publications but neither you (nor your organization) will be identified. *In cases where data collection is done via email / Internet, and particularly where the topic is personal or involves risk, please include the following sentence (or a similar one, as it applies to your project:* “In order to minimize the risk of security breaches and to help ensure your confidentiality we recommend that you use standard safety measures such as signing out of your account, closing your browser and locking your screen or device when you are no longer using them / when you have completed the study.” *Where the survey software/program used for data collection is housed on servers located in the continental USA add a statement indicating that the data is subject to USA privacy legislation.* Results will be published in pooled (aggregate) format *[if true]*. Anonymity is guaranteed since you are not being asked to provide your name or any personal information *[if true. If not, indicate status of anonymity]*. *State whether name, email or IP addresses will be available to the research team and if so, how confidentiality will be protected.*

**Data Storage:** Paper surveys will be kept in a locked filing cabinet in the office of the supervisor *[or researcher]* at the University of Alberta for a minimum period of *5* years. Electronic copies of the survey will be encrypted and stored on a password protected computer in the department of (*home department of researcher/supervisor)* at the University of Alberta.

**Compensation (or Reimbursement):** *Mention if there is compensation or opportunity to participate in a lottery draw (see the University of Alberta Compensation Guidelines for rules surrounding the use of lotteries and reimbursement). Compensation must not be coercive; if a participant withdraws from the study, they should still receive the compensation:*  “If you choose to withdraw from the study, you will still receive this compensation”*. If the survey is otherwise anonymous, describe how the participant provides their contact information in a confidential way in order to receive their compensation or entry into the draw. This should be separate from their survey responses. I.e., most online software systems have a mechanism whereby identifiers can be collected on a separate page. This section can be removed if no compensation is offered.*

**Voluntary Participation:** You are under no obligation to participate and if you choose to participate, you may refuse to answer questions that you do not want to answer. Should you choose to withdraw midway through the electronic survey simply close the link and no responses will be included *[revise as applicable to your situation]*. Given the anonymous nature of the survey, once you have submitted your responses it will no longer be possible to withdraw them from the study. *If not anonymous, outline the timeline and conditions for withdrawal. Some survey programs record the data as the participant responds. It is preferred that the data from incomplete surveys not be used, especially in the case of anonymous surveys where withdrawal is not possible. The research should explicitly state what happens to the data.*

**Information about the Study Results:** *Indicate whether or not the research findings will be available to the participants, and if so, how the findings will be made available for them.*

**Contact Information:** If you have any questions or require more information about the study itself, you may contact the researcher *(or his/her supervisor)* at the numbers mentioned herein.

The plan for this study has been reviewed by a Research Ethics Board at the University of Alberta. If you have any questions regarding your rights as a research participant or how the research is being conducted you may contact the Research Ethics Office at 780-492-2615.

Please keep this form for your records. (*where electronic, indicate if the participant should print a copy for their records or if possible, provide a link to a pdf version that can be downloaded).*

Completion and submission of the survey means your consent to participate.

*Note: Where third party survey platforms or services are used, such as MTurk, alterations to this template may be required. For example, MTurk has specific consent and compensation guidelines that cannot be altered. However, these would be considered by the REB on an individual case basis.*