

Sample Information Letter

This sample letter may be useful those wishing to inform participants orally about the study and their role. This approach can be used in lieu of an 'informed consent form'. Special thanks to Dr. Deborah van den Hoonaard for sharing this information with the REB.

<Date>

Thank you for agreeing to participate in this research project dealing with <describe topic/study>. Any information you share with us will not be associated with you personally when we write up the results of this research. As well, your participation will be confidential, and the tapes of your interview will be kept in a safe place to ensure that only those directly involved in the research (the researchers, <names and affiliations>, and our research assistants, <names and affiliations if known>) will have access to them. We will also ensure that our research assistants are aware of and respect the confidentiality of your participation. As well, we will safely dispose of all the tapes when we have finished the research.

If there is any question that you prefer not to answer, just tell me and I will go on to another one. The interview can also be stopped at any time if you wish. If you decide later that you do not want your interview included in our research, just let us know and we will not use the information and will dispose of the tape and transcript of your interview. If you want to contact us after your interview, we can be reached at <contact information>.

We will be happy to share our findings with you and/or give you the tape of your interview, if you would like, at the end of the project.

Sincerely,

<name, address and other contact information>

If you have any question about this research that you would prefer to discuss with someone not directly involved in the research, you may call. <name>, the Chair of the Research Ethics Board at St. Thomas University at <contact information>