Dear: [Recipient’s name]:

My name is [Researcher’s name]. I am a [professor or graduate student under the direction of (faculty advisor)] at California State University, Fullerton.

I am conducting a study to [explain purpose (i.e., thesis, research) in one or two paragraphs]—if you are asking participants to complete a questionnaire inform them of the nature of questions and any risks involved.

Your participation will involve [explain time required for activity] and provide directions for return of questionnaire or survey instrument. Include a brief description of any benefit and/or justification to be derived from the work.

[If needed, provide a paragraph informing participants what to do if they find any portion of the questionnaire unsettling or distressing. You may offer references of support personnel/organizations or provide additional information. You may also wish to state that participants should only complete those questions which they feel comfortable answering.] Note: in some instances of risks, stress or known discomforts (physical, psychological, social or legal) as a result of a participant’s involvement in your study, this form may not be sufficient and a consent form should be used.

Your participation is voluntary and you are free to withdraw from participation at any time without suffering penalty or loss of benefits or services you may otherwise be entitled to.

The results of this study may be published by your name will not be identified or recorded in any individually identifiable form. [You may wish to share the results of the study with the participant upon their request.]

Participants must be at least 18 years old to participate. By anonymously completing this survey, you are agreeing to participate in this project.

If you have any questions about this study, please contact [provide contact information – if a graduate student, also list your faculty advisor’s contact information]. If you have questions about the rights of human research participants contact the CSUF IRB Office at (657) 278-7640 or irb@fullerton.edu.

Sincerely,

[Name]
[Title]