

UMASS GLOBAL INSTITUTIONAL REVIEW BOARD

INFORMATIONAL LETTER SAMPLE FOR RESEARCH SUBJECTS

Date

Dear *(Employee, Student, Study Participant, etc.)*:

We are a group of *(educators, sociologists, psychologists, etc.)* in the *(Department/ Division/ School Name)* at UMASS GLOBAL, who are conducting a study on *(briefly describe in lay terms in two to three sentences)*.

We are asking your assistance in the study by participating in an *(interview, group discussion, etc.)* which will take from *(30 to 60 minutes, etc.)* and will be set up at a time convenient for you. If you agree to *(participate in an interview; have an observer present; etc.)*, you may be assured that it will be completely confidential. No names will be attached to any notes or records from the interview. All information will remain in locked files accessible only to the researchers. No *(employer, supervisor, agency - whatever is applicable)* will have access to the *(interview)* information. You will be free to stop the *(interview, discussion, etc.)* and withdraw from the study at any time. Further, you may be assured that the researchers are not in any way affiliated with *(the administration, the employing agency, the applicable supervisory organization, etc.)*.

The research director, *(name)*, or a research team member *(if applicable)* is available in *(office or department name)* at *(phone number)*, to answer any questions you may have. Your participation would be greatly valued.

Sincerely,

(Name and Professional Title)