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**TITLE OF THE STUDY – Letter of Information**

**Seneca**

**Insert Department**

**Date**

Our names are insert names. We are fourth-year students in the [insert name of program] program at Seneca. **[If you are a student, include the following sentence:]** As part of our course requirements, we are undertaking a small-scale research study under the supervision of Professor insert name of supervisor. The study is called insert title of study. The purpose of the study is to insert short description of topic and purpose of study. As a insert participant criteria group such as student, consumer, pilot, etc., you are invited to participate in this research study. Please read this letter and decide whether you would like to participate in this project.

We will be conducting a focus group. The focus group will take place starting in insert month, year. If you decide to participate, you will be asked to participate with a group of insert number of people. The focus group will take approximately insert amount of time. The focus group will take place over Zoom, a virtual meeting platform. Zoom is an externally hosted cloud-based service. You may read more about Zoom on their website: <https://zoom.us/trust>. When information is transmitted over the internet, privacy cannot be guaranteed. There is always a risk your responses may be intercepted by a third party. Further, while researchers will not collect or use IP addresses or other information, which could link your participation to your computer or electronic devices without informing you, there is a risk, with any such platforms, that data collected on external servers may fall outside the control of the research team. If you are concerned about this, we would be happy to make alternative arrangements where possible for you to participate. Please contact the researcher at insert contact email or phone number for further information.

**If applicable, use this paragraph:** You will be asked for permission to video/audiorecord the focus group to ensure accuracy. If you agree to be video/audio recorded, you will have the chance to validate your portions of the focus group transcript to ensure accuracy after the recordings have been transcribed. A copy of the transcript will be emailed to you for review. Recordings of audio/video will be saved in a password-protected file on the research team members’ local computer, not the cloud-based service.

All information collected will be confidential. However, because there are other people attending the focus group, it is not anonymous. All focus group participants will be asked to sign a confidentiality agreement. Your name will be removed from all notes and transcripts and be replaced with an alpha-numeric code. The master list of names and alpha-numeric codes will be kept in a separate secure computer file. The consent forms and hard copies of notes from the focus group will be kept in a locked box where they will only be accessible to the researchers**.** Secure electronic data files of transcripts will be kept on one of the researcher’s computers. Hard copies will be shredded and electronic copies will be deleted upon the completion of the study unless the study is published, in which case de-identified electronic data will be kept indefinitely.

Participation in this study is voluntary. If you choose to participate, you have the option to leave the focus group at any time and you have the choice to refuse to answer any of the questions. You will have the chance to withdraw from the study without explanation or penalty by telling the researcher if you decide to withdraw during the interview or by contacting one of us by email if you decide to withdraw later. If you choose to withdraw, all information you have given will be destroyed within 24 hours. Please note that you can no longer withdraw from the study after insert date or once the study has been submitted as the course assignment on insert date.

Study findings will be based on the entire group of participants and not on individual participants. The findings of the study will be viewed by our faculty supervisor, insert name, and may be discussed in a classroom, at a conference presentation or published. However, the report of the findings will not include any identifiable information about you. **If applicable** Information based on the results of the entire group will be made available to you electronically after insert month, year, following the completion of our course.

There are no known risks or insert statement of risks and mitigation plan to participating in this study. The benefits from this study are insert statement of benefits, which may be benefits to the participants or to the broader society.

This research study has been reviewed and received clearance through the Seneca Research Ethics Board. If you have any questions about this process or about your rights as a participant in the study, contact Seneca’s Research Ethics Board at [REB@senecacollege.ca](mailto:REB@senecacollege.ca). If you have any other questions about this study or about your participation, feel free to contact our faculty supervisor, insert name and contact information.

If you agree to participate in this study, contact me by reply email. As well, sign and email two copies of the attached consent form to insert email address.

Sincerely,

**Researchers**

Insert names and email addresses

Seneca

**If student application, please also include faculty supervisor’s contact**

Faculty Supervisor:

Insert Name and Contact information

*Consent Form Participant Copy*

I have received a copy of the *Invitation to Participate* for the research project entitled Insert Title, I have had an opportunity to read the information provided and any questions that I may have had have been answered.

I agree to participate in this research project, understanding that I am doing so voluntarily, that confidentiality will be maintained, that I may choose not to answer to any of the questions, and that I have the right to withdraw from the study using the means outlined above.

Circle one:

I agree to participate in this study: Yes No

I agree to be video-recorded / audio-recorded: Yes No

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Email address for transcripts and results.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Consent Form Researcher Copy*

I have received a copy of the *Invitation to Participate* for the research project entitled Insert Title, I have had an opportunity to read the information provided and any questions that I may have had have been answered.

I agree to participate in this research project, understanding that I am doing so voluntarily, that confidentiality will be maintained, that I may choose not to answer to any of the questions, and that I have the right to withdraw from the study using the means outlined above.

Circle one:

I agree to participate in this study: Yes No

I agree to be video-recorded / audio-recorded: Yes No

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Email address for transcripts and results.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_