

[PLEASE NOTE: TEXT IN RED IS SUBJECT TO CHANGE ACCORDING TO THE CONDITIONS OF YOUR PROJECT.

Please make any changes and additions required to ensure that all information is accurate for your study. Once finished, please remove text in blue]

***[NOTE: This must be sent from your official university email address].***

**Email Invitation: Sample**

**Subject**: Invitation to participate in a research project on (insert subject).

(date)

Hello,

My name is (insert name) and I am a (choose: undergraduate, Master’s, PhD student; post-doctoral fellow, etc.) in the (insert department) at Carleton University. I am working on a research project under the supervision of Prof. (insert name).

I am writing to you today to invite you to participate in a study entitled “(insert title here)”. This study aims to (insert one-line study purpose here).

This study involves (insert a description, for example, one 60 minute interview that will take place in a mutually convenient, safe location). With your consent, (choose and add: for example, interviews will be audio-recorded, video-recorded, etc.). Once the recording has been transcribed (and verified), the (audio/video)-recording will be (destroyed).

(While this project does involve some professional and emotional risks), care will be taken to protect your identity. This will be done by keeping all responses (anonymous/anonymized) and allowing you to request that certain responses not be included in the final project. (If necessary, add other information)

You will have the right to end your participation in the study at any time, for any reason, up until (insert date or time after the interview). If you choose to withdraw, all the information you have provided will be destroyed.

(Add if relevant: As a token of appreciation, I will be providing you with refreshments during the interview along with, for example, a $XX Starbucks gift card. The compensation is yours to keep, even if you choose to withdraw.)

All research data, including (choose: audio/video-recordings and any notes, etc. will be encrypted/password-protected, etc.). Any hard copies of data including (any handwritten notes or USB keys, etc.) will be kept in (a locked cabinet at Carleton University). Research data will only be accessible by the researcher (and the research supervisor).

This research has been cleared by Carleton University Research Ethics Board (choose: A or B) Clearance # (insert your ethics clearance number once obtained).

If you have any ethical concerns with the study, please contact Carleton University Research Ethics Board, preferably by email at [ethics@carleton.ca](mailto:ethics@carleton.ca) or you can leave a message by phone at 613-520-2600 ext. 2517. For all other concerns, please contact the researcher.

If you would like to participate in this research project, or have any questions about the research, please contact me at (insert Carleton University phone number) or (insert Carleton University email address).

Sincerely,

(Insert your full name)