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**Letter of Invitation: Instructions**

**Title of research project**: Either the Title of your Project or a Title in Lay Language

**Date of ethics clearance**: To be determined by the REB (as indicated on the clearance form)

**Ethics Clearance for the Collection of Data Expires:** To be determined by the REB (as indicated on the clearance form)

The remaining letter should include:

1. Use a proper salutation.

*Examples:* Dear (name, if you have one), Dear Sir or Madam (if applicable), or Dear Parent or Guardian (if applicable).

1. Introduce yourself by name and identify your department or school at Carleton University. If this is a group project, introduce the team members the participants may have contact with during the course of the study.

As a student you must include a statement that you are under the supervision of your professor. Include the professor’s name.

1. Explain simply and clearly the purpose of the research project and why you are contacting the person.
2. Explain any and all procedures for the study, including the duration of interviews, observations, etc. and frequency, if applicable. These must be clear and detailed. (It is important that participants understand exactly what is being asked of them and what the time commitment will be. They also need to be aware of where the research will take place to ensure they are able to get there.)  
   The REB recommends that all research take place in a public place to protect the researcher and the participants. If this is not possible, please explain how safety will be maintained. (I.e., When meeting a participant in their home, the researcher will always travel with another person.)
3. Explain the use of any audio, video or photographic recording.
4. Describe all known and/or reasonably anticipated risks, discomforts, and/or inconveniences (physical, psychological, emotional, economic, and social.)
5. Describe what steps will be taken to reasonably protect the participant.
6. Describe if participants will be anonymous or not.
7. Describe any limits on the confidentiality of the information they provide to you in the study.
8. Describe all known and/or anticipated benefits arising from participation in the study.
9. A statement must be included indicating that participants may decline from answering any question and that they may withdraw from the study. Explain what will happen to the data they have provided should they withdraw. If you have video or audio recording and transcripts, inform the participant about what will happen with that material as well.   
   *Sample wording*: “You may withdraw from the study until (insert a date). Should you decide to withdraw, the information you have provided will be destroyed.”
10. Include all details concerning financial or other remuneration for participants. Include monetary amounts, gifts, etc. and indicate when the participants can expect remuneration and what happens to the remuneration should they withdraw from the study.
11. In some cases you may be researching individuals who cannot give free and informed consent. It must be clear whether or not the legal guardian or authorized representative is a participant by association, and what their responsibilities are in the study.
12. A statement indicating that the ethics protocol for this project was reviewed and received ethics review and clearance by the Carleton University Research Ethics Board. Also, include a sentence directing participants with concerns or questions about their involvement in the study to the REB chair. The chairs’ names and contact information are as follows: (choose the appropriate board)

Ethics Review:

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.

1. Explain how the participant can contact you if they are interested in participating. Your contact information includes your Carleton University e-mail address and telephone number. The use of personal e-mail address and telephone number may jeopardize your safety. *NOTE*: The REB will in some cases permit the use of a cell phone number.
2. Signature of the researcher.