****[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]

**Letter of Invitation: Sample**

**Title**: (Project Title or a Title in Lay Language)

**Funding Source**: Provide the name of the funder here. If not funded, delete this line. *(Scholarship money does not need to be disclosed.)*

(date)

Hello,

My name is (insert name) and I am (choose: an 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 on (insert brief study description here). This study aims to (insert brief study purpose).

This study involves (insert a short description (for example, one 60 minute) interview; etc.) that will take place (choose: in a mutually convenient, safe location; over the telephone; online, etc.). With your consent, (insert the mode of data collection, for example, interviews) will be (choose: audio-recorded; video-recorded). Once the recording has been transcribed (and verified), the (choose: audio-recording; 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 needed, add other methods that you will use).

You will have the right to (skip the questions that you do not want to answer and) 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.

(Describe compensation, if any. For example, as a token of appreciation, I will be providing you with refreshments during the interview). No (other) compensation will be provided.

All research data, including (choose: audio-recordings; video-recordings) and any notes will be (choose: encrypted; password-protected, etc.). Any hard copies of data including (choose and add if necessary: any handwritten notes, USB keys, etc.) will be kept in (indicate a secure location, for example, 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 (A or B) Clearance # (insert your ethics clearance number once obtained)

(Choose the appropriate Board)

**If CUREB-A:**

Should you have any **ethical concerns** with the study, please contact the REB Chair, Carleton University Research Ethics Board-A (by phone: 613-520-2600 ext. 2517 or by email: [ethics@carleton.ca](mailto:ethics@carleton.ca)). For all other questions about the study, please contact the researcher.

**If CUREB-B:**

Should you have any ethical concerns with the study, please contact the REB Chair, Carleton University Research Ethics Board-B (by phone: 613-520-2600 ext. 4085 or by email: [ethics@carleton.ca](mailto:ethics@carleton.ca)). For all other questions about the study, 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 signature)

(Insert your full name)