*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are written* *in* ***[square brackets in bold italics]*** *and should be deleted. Instructions that are* *in* ***[square brackets, bold italics, and are blue]*** *need to be replaced with details specific to the study and changed to* black, un-bolded, un-italicized*, and removed from square brackets before uploading the material to the research ethics application.****Please also delete this instructional paragraph.***

**\*\*Please review the Guide to Creating an Information Letter and Consent Form for additional details\*\***

***[Insert Date]***

**Study Title: *[insert title]***

Dear Students:

This letter explains what the study is about, possible risks and benefits, and your rights as a research participant. You may print/save a copy for your records. If you do not understand something in the letter, please ask one of the researchers before consenting to participate.

The case study that you read and discussed, entitled “Case Study 1”, is one of a series of case studies developed as part of a joint research project. The objective of the research project is to develop case studies and evaluate the use of them***.***

I, Professor ***[insert name]*** of the Department of ***[insert department]***, am one of the evaluation project’s researchers, along with ***[insert names and affiliation of other researchers]***. We are asking you to voluntarily complete a questionnaire about the case study discussed today.

Some of the questions will evaluate the overall case study method of presenting and teaching ***[insert learning objectives]***, for example: ***“[insert sample question]***”

Other questions will evaluate the effectiveness of the case study and identify any points within the case that need clarification, for example: *“****[insert sample question]****”.*

Completion of the questionnaire should take no more than 5-10 minutes. Your participation is voluntary – you do not have to complete the questionnaire and you do not have to answer every question. You can decide not to turn in your questionnaire if you choose. There are no known or anticipated risks to participation in this study. I, ***[insert name of Course Instructor who is also one of the researchers]***, will not know who participated or did not. Your decision to participate or not will have no impact on your course grade.

If you do participate, you will remain anonymous as you are not asked to provide your name or any identifying information. Please place your completed or blank questionnaire face down in the envelope as the questionnaires are collected by ***[insert name of person who is arm’s length from the course and researchers]***. Your responses will be confidential. Until final grades are submitted, the questionnaires collected will be stored by ***[insert name of person who is arm’s length from the course and course instructor]***. After that time, the questionnaires and associated electronic data will be retained for at least ***[insert number of years]***. It is not possible to remove your data from the study once collected because ***[insert reasoning e.g., data is anonymous, all identifying information is removed from the data immediately]***.

***[If data may be shared in an online repository, please see the ICL guide for details about what information and language to include]****.*

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board (REB ***[####] [Replace#### with the file number that is listed at the top of your ethics application]***). If you have questions for the Board, contact the Office of Research Ethics, toll-free at 1-833-643-2379 (Canada and USA), 1-519-888-4440, or reb@uwaterloo.ca.

For all other questions, or if you would like additional information to help you make a decision about participation, please feel free to raise them now.

On behalf of the research team, thank you in advance for taking time to provide feedback. These case studies have the potential to be adopted by instructors of other courses at the University of Waterloo and other universities. Of course, there are no guarantees – instructors may find other cases, or something else entirely, that helps achieve the learning objectives of their courses.

If you would like to receive a summary of the findings from this evaluation, please provide your email to ***[insert name of person who is arm’s length to course]*** or contact Professor ***[Insert name of course instructor/researcher]***.

Yours Sincerely,

Professor ***[insert name]***

***[Please check that all relevant study details are included, changes are made to the document to accurately describe the study and procedures, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***