*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.***

***[Note: If someone is sending the email on your behalf (e.g., to a group email list) add “This email is being sent on behalf of the researchers” at the top of the email to remind participants that their email address was not shared with the researchers]***

Hello,

My name is ***[insert name]*** and I am a master’s student working under the supervision of ***[insert name of Faculty Supervisor]*** in the Department of ***[insert department name]*** at the University of Waterloo. As part of my master’s degree, I am conducting a research study on ***[insert statement describing the purpose of the study in language that is appropriate for the participant sample]***. Given your ***[role as/experiences with/expertise in… etc.]***,I feel that you are well suited to provide insight into this topic and I would like to invite you to participate in this study.

If you decide to volunteer for this study, your participation will consist of a semi-structured interview that will take approximately 60 minutes of your time. During the interview you will be asked questions such as **[*insert an example of the questions/topics that will be asked]***. With your permission, I would like to audio-record the interview to ensure accurate transcription and analysis.

In appreciation of your time, you will receive ***[insert details of remuneration, if applicable]***.

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board.

Please read the attached Information Letter for more details describing the study. If you would like to participate, or you require additional information to assist you in reaching a decision, please contact me at ***[insert University of Waterloo email address]***. You may also contact my supervisor at ***[insert supervisor contact information]***.

Sincerely,

***[Insert name of Student Investigator]***

***[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.]***