*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\*\***

**Date: *[Insert Date]***

**Project Title: *[Insert Title]***

**Faculty Supervisor: *[insert name, Department, 519-888-4567 ext. [insert ext.], University of Waterloo email address]***

**Student Investigator: *[insert name, Department, University of Waterloo email address]***

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 investigators before consenting to participate.

This session focuses on ***[*insert aim of session*]*** and will be facilitated by ***[insert name]*** of ***[*insert Department*]***

Participation in this session is voluntary and involves ***[insert time commitment]*** to discuss the issues associated with ***[insert topic]***. There are no known or anticipated risks to your participation in this session. You may decline answering any questions you feel you do not wish to answer and may decline contributing to the session in other ways if you so wish. Your identity will be confidential. Your name will not be identified with the input you give to this session. Further, you will not be identified by name in the report that is produced for this session. The information collected from this session will be kept for a period of at least seven years.

If you wish to withdraw your study data after participating, please contact the researchers.

You can request your data be removed from the study up until ***[insert date]*** as it is not possible to withdraw your data once papers and publications have been submitted to publishers.

Given the group format of this session we will ask you to keep in confidence information that identifies or could potentially identify a participant and/or their comments. If you have any questions about participation in this session, please feel free to discuss these with the facilitator, or later, by contacting professor ***[insert name of Professor]*** at 519-888-4567, ext*.* ***[insert ext.], [insert email address]***. If you are interested in receiving a copy of the executive summary of the session outcomes, please contact professor **[insert name of Professor].**

***[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](mailto:reb@uwaterloo.ca).

For all other questions contact ***[insert researcher name and contact information].***

***[Please see the ICL guide for details and language to include for different types of remuneration e.g., for draws, pro-rating, etc.]***

Thank you for your assistance with this project. In appreciation of your time given to this session we will provide you with a $10 gift card to ***[insert name of business where card can be used]***. The amount received is taxable. It is your responsibility to report this amount for income tax purposes.

 Yours sincerely,

**[*Researcher Name*]**

University of Waterloo

**[*Name of University of Waterloo Department*]**  
**[*Contact Telephone Number*] *[For privacy reasons, do not include personal contact number for Student Investigator(s) if applicable.]***

**[*University of Waterloo Email Address*]**

***[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.]***