*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]***

**Project Title: *[insert title]***

**Principal Investigator (or Faculty Supervisor): *[insert name, department, phone, University of Waterloo email address]***

**Student Investigator(s): *[insert names, department, University of Waterloo email address]***

This letter explains what the study is about, what participation involves, 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.

Over the years, the voluntary sector has played a significant role in leisure services delivery, and research in the past decade suggests participation in this sector is rapidly increasing. Coincidentally, the public sector is becoming less able to provide the same level of service as it has in the past due to the impact of changes in the social, economic, political, and technological environments. Hence, even more pressure is being placed on voluntary leisure services to pick up the shortfall. The purpose of this study, therefore, is ***[insert purpose].***

This study will focus on organizational values and change in organizations whose ongoing purpose is to provide opportunities for mass participation and quality of life in and through leisure. When faced with a trigger event such as the withdrawal of government funding, it is important to understand how such an organization with unique values and traditional structures, such as the one with which you are currently involved, may respond. Therefore, I would like to include your organization as one of several organizations to be involved in my study. I believe that because you are actively involved in the management and operation of your organization, you are best suited to speak to the various issues, such as ***[insert examples]***.

Participation in this study is voluntary. It will involve an interview of approximately ***[insert time]*** in length to take place in a mutually agreed upon location. You may decline to answer any of the interview questions if you so wish. Further, you may decide to withdraw from this study at any time without any negative consequences by advising the researcher. 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.

With your permission, the interview will be audio recorded to facilitate collection of information, and later transcribed for analysis. Shortly after the interview has been completed, I will send you a copy of the transcript to give you an opportunity to confirm the accuracy of our conversation and to add or clarify any points that you wish.

Your identity will be confidential. Your name will not appear in any thesis or report resulting from this study, however, with your permission anonymous quotations may be used. Data collected during this study will be retained for at least ***[insert time period]*** to which only researchers associated with this project will have access. There are no known or anticipated risks to you as a participant in this study.

***[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 or if you would like additional information to assist you in reaching a decision about participation, please contact me by email at ***[insert University of Waterloo email address]***. You can also contact my supervisor, Professor ***[insert*** ***Professor name]*** at 519-888-4567 ext. ***[insert ext.]*** or email ***[insert University of Waterloo email address]***.

I hope that the results of my study will be of benefit to those organizations directly involved in the study, other organizations not directly involved in the study, as well as to the broader research community.

I very much look forward to speaking with you and thank you in advance for your assistance in this project.

Yours Sincerely,

***[Insert Student Investigator 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.]***