*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.***

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

Dear ***[Insert Parent’s Name or a General Opening]***:

This letter is an invitation to consider participating in a research study I am conducting as part of my doctoral degree in the Department of ***[insert department]*** at the University of Waterloo under the supervision of Professor ***[insert name of Faculty Supervisor].*** I would like to provide you with more information about this project that explores the impact of organized youth sport on family life, and what each family member’s involvement would entail, should they decide to take part.

First, I would like to thank-you for your interest and consideration of participating in this study. The aim of this study is to better understand the dynamics of family life in connection with organized youth sport programs. I will be speaking with families who reside in a rural town/countryside and have at least one child who is 12-15 years old who is currently participating in organized youth sport.

Although it would be beneficial to have all family members involved in the study, participation for each member is completely voluntary. Each family member should make their own independent decision as to whether they would like to be involved. Further, as this study involves minors, only children with parental permission and minors who themselves agree to participate (in addition to their parent’s permission) will be included in the study. Parents and/or the child may withdraw the minor’s participation at any given time.

If a family member does choose to be involved, they will have an individual interview with me (without other family members present) that will last approximately 30-60 minutes. Each family member may decline to answer any of the interview questions if they so wish. With each member’s permission, the interview will be audio recorded to facilitate collection of information, and later transcribed for analysis.

Shortly after the interview has been completed, each family member will be invited to complete an on-line journal (or a pen and paper journal) for the duration of 10 days. Family members will then have the option to meet with me for a second interview if they would like to further discuss their journal entries.

Each family member may decide to withdraw from this study at any time without any negative consequences by advising me. Your identity will be confidential. To support the findings of this study, quotations from the interviews and journals will be reported anonymously. Your name will not appear in any thesis or reports resulting from this study. All paper forms of data collected during this study will be retained in my locked office at the university and will be confidentially destroyed after three years. Further, all electronic data will be stored for at least ***[insert time period]*** on a CD with no personal identifiers. Finally, only my supervisor and I will have access to all materials. There are no known or anticipated risks to participants in this study.

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 your family in reaching a decision about participation, please contact me by email at ***[insert University of Waterloo email address].*** You may also contact my supervisor, Professor ***[insert 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 rural families directly involved in the study, other families whose children participate in organized sport programs, as well as to the broader research community. I very much look forward to speaking with your family and thank you in advance for your assistance in this project.

Yours Sincerely,

***[Insert Student Investigator Name]***

***[Insert role at the University of Waterloo (e.g., PhD Candidate, Masters student, etc.)]***

***[Insert Department]***

***[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.]***