*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.***

Dear ***[Insert Name of Superintendent or Board Chair]:***

We would like to invite ***[insert board name]*** to participate in the ABC survey being conducted across Canada in the ***[20xx-20yy]*** school year. XYZ sponsors this biennial survey to provide national and provincial data on youth smoking rates and behaviours for students. This research is being conducted by ***[insert research group name or researchers]*** at the University of Waterloo.

**ABC Project Details**

The ABC Smoking Survey consists of a survey of students in **Grades 6 through 12** (with parental permission). In addition, a school staff member(s) will be asked to complete a survey of school policies and programs for tobacco control.

Participation will provide selected school(s) with a tailored feedback report outlining smoking rates in their school, comparisons with provincial and national rates, specifics of smoking and other health behaviours, smoking cessation, perceptions of peer smoking, and environmental tobacco smoke. If you choose to participate, selected schools within ***[insert board name]*** will be part of a representative sample of over 300 schools across the country participating in this project.

**Sampled Schools**

We are seeking your permission to approach the following randomly **selected** schools in ***[insert board name]*** area:

* ***[sch\_name]***
* ***[sch\_name]***
* ***[sch\_name]***
* ***[sch\_name]***
* ***[sch\_name]***

If any of the above schools are unable to participate, we would like to contact the following **substitute** schools.

* ***[sch\_name]***
* ***[sch\_name]***

**Overview of the CDE Research Group *[or the Overall Project]***

We share educators’ concerns that the initiation and consolidation of smoking as a regular habit occurs largely during the senior elementary and high school years. Since 2000, we have collected data from elementary and high schools on topics such as smoking, healthy eating, physical activity, and mental fitness in 2,000 schools across Canada with over 350,000 students participating using the CDE System. We have a reputation for conducting high quality research in real world settings in a way that lowers impact on schools’ personnel and students and provides value in the form of a feedback report. We encourage participating schools to share their feedback report with their ***[insert school board name]*** and local public health unit to assist in targeting, planning and evaluation of efforts with youth, and to facilitate teamwork between schools, boards, and public health departments. (Please refer to the website ***[insert website here]*** for more information about CDE projects).

**ABC Project Brochure**

Included in this package is the *ABC Project Brochure* which provides comprehensive project information including;

* project description,
* permission protocol details,
* benefits and honoraria to participating schools, and
* details regarding data sharing.

Also enclosed is a draft copy of the student questionnaire(s), a copy of the parent information letter(s), an email template to inform selected schools, and a sample school feedback report.

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

If you have any questions, please contact ***[contact name]*** at the email address listed below.

**Next Steps Checklist**

* Review the *ABC Project Brochure*
* Complete the enclosed *Board Response Fax-Back Form* and fax to ***[insert fax number]*** OR contact the Coordinator listed below for more information
* Visit the project website at www.cde.uwaterloo.ca for further project details

We would like an opportunity to speak with you to discuss our project. One of our staff will call you within **two** weeks to determine your interest. We look forward to collaborating with you on this exciting project.

Sincerely,

***[Include names Principal Investigator, any local collaborators, and coordinator, if applicable, as well as contact information. For privacy reasons, do not include personal contact number for 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.]***