*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.***

***[Insert Date]***

I would like to thank you for your participation in the study entitled ***[insert “study title”].*** As a reminder, the purpose of this study is ***[insert details specific to this study, e.g., “to identify the positions and concerns of various interest groups about issues related to the development and design of a program for monitoring cumulative environmental effects.”]***

The data collected during ***[insert details specific to the study, e.g., “interviews/surveys/focus groups”]*** will contribute to a better understanding of ***[insert details specific to this study, e.g., “the appropriate direction of future development and information necessary for the development and implementation of a cumulative effects monitoring program.”]***

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.

For all other questions contact ***[insert principal investigator’s name and contact information]*.**

Please remember that your identity will be kept confidential ***[Note: This first statement should be updated to be consistent with study procedures; for example, if the study involved anonymous surveys, state the following instead: “Please remember that participation was anonymous.”]*** Once all the data are collected and analyzed for this project, I plan on sharing this information with the research community through ***[insert details specific to this study, e.g., “seminars, conferences, presentations, and journal articles.”]***. If you are interested in receiving more information about the results of this study, or would like a summary of the results, please email me at ***[insert email address]***, and when the study is completed, anticipated by ***[insert date]*,** I will send you the information. In the meantime, if you have any questions about the study, please contact me by email or telephone as noted below.

***[Researcher Name]***

University of Waterloo

***[Name of University of Waterloo Department]******[Contact Telephone Number]***

***[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.]***