*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are denoted within* ***[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]***

Dear ***[Insert Name]***,

This letter is a request for ***[name of organization]***’s assistance with a project I am conducting as part of my master’s degree in the Department of ***[department name]*** at the University of Waterloo, Ontario, under the supervision of Dr. ***[insert supervisor name].*** The title of my research project is *“****[insert title]****”*. I would like to provide you with more information about this project that explores ***[insert rationale for study]***.

The purpose of this study is to ***[insert purpose].*** Knowledge and information generated from this study may help other ***[researchers, programmers, community members, etc. – this should be changed to reflect your specific study]***.

It is my hope to connect with families who are engaged in the programs of ***[name of organization]*** to invite them to participate in this research project. I believe that the participants and families of your program have unique understandings and stories relating to leisure experiences and disability. During this study, I will be conducting interviews with parents to gather their stories of leisure experiences. At the end of this study the publication of this thesis will share the knowledge from this study with other leisure researchers, leisure programmers, and community members.

To respect the privacy and rights of ***[name of organization]*** and its clients, I am not looking to contact the families or parents directly. What I intend to do, is provide ***[name of organization]*** with information flyers to be distributed by ***[name of organization]*** at their discretion. Contact information for me and my advisor will be on the flyers. If a parent is interested in participating, they will be invited to contact me*,* ***[name of researcher or student investigator]***, to discuss participation in further detail.

Participation is completely voluntary. Each parent will make their own independent decision as to whether they would like to be involved. All participants will be informed and reminded of their rights to participate or withdraw before any interview, or at any time in the study. Parents will receive an information letter including detailed information about this study, as well as a consent form.

To support the findings of this study, quotations and excerpts from the stories will be labelled with pseudonyms to protect the identity of the participants. Names of participants will not appear in the thesis or reports resulting from this study. Participants will not be identifiable, and only described by gender and as parent/child.

If ***[name of organization]*** wishes the identity of the organization to remain confidential, a pseudonym will be given to the organization. All paper field notes collected will be retained locked in my office and in a secure cabinet in the ***[name of department]*** at the University of Waterloo. All data will be stored for at least 7 years on a secure server with no personal identifiers. Finally, only myself and my advisor will have access to these 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. However, the final decision about participation belongs to ***[name of organization],*** and the parents.

If you have any questions regarding this study or would like additional information to assist you in reaching a decision about participation, please contact me by emailat ***[University of Waterloo email address]***. You may also contact my advisor, ***[name of supervisor]*** at ***[supervisor phone number]*** or by email ***[supervisor email address].***

I hope that the results of my study will be beneficial to ***[name of organization]***, to your families, and to the communities of families including youth with a disability across Canada, as well as the broader research community. I very much look forward to speaking with you and thank you in advance for your assistance with this project.

Yours sincerely,

***[Name of Student Investigator]***

***[Student role, e.g., Master’s Candidate]***

***[Name of Department]***

University of Waterloo

***[Name of Supervisor]***

***[Supervisor position, e.g., Associate Professor]***

***[Name of Department]***

University of Waterloo

***[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.]***

**Organization Permission Form [*Optional – use if the organization requests that permission be documented in writing*]**

We have read the information presented in the information letter about a study being conducted by ***[name of researcher or student investigator]*** of the ***[name of department]*** at the University of Waterloo, Ontario, under the supervision of ***[name of supervisor]*** at the University of Waterloo. We have had the opportunity to ask any questions related to this study, to receive satisfactory answers to our questions, and any additional details we wanted.

We are aware that the name of our organization will only be used in the thesis or any publications that comes from the research with our permission.

We were informed that this organization may withdraw from assistance with the project at any time. We were informed that study participants may withdraw from participation at any time without penalty by advising the researcher.

We have been informed this project has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board and that questions we have about the study may be directed to ***[name of researcher or student investigator]*** by email ***[University of Waterloo email address]*** and ***[insert name of supervisor]*** at ***[insert phone number]*** or by email ***[insert email]***.

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).

***[Name of Student Investigator]***

***[Student role, e.g., Master’s Candidate]***

***[Name of Department]***

University of Waterloo

***[Name of Supervisor]***

***[Supervisor position, e.g., Associate Professor]***

***[Name of Department]***

University of Waterloo

We agree to help the researchers recruit participants for this study from among the families who are users of the program and services of ***[name of organization].***

□ YES □ NO

We agree to the use of the name of ***[name of organization]*** in any thesis or publication that comes of this research.

□ YES □ NO

If NO, a pseudonym will be used to protect the identity of the organization.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[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.]***