*This document is a sample for researchers to use as a guide in developing their study materials. Instructions to the researchers are denoted within square brackets in italics, and should be deleted/replaced before uploading the application to the research ethics application.*

University of Waterloo

***[Insert Date]***

Dear ***[Insert Name of Participant],***

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

The data collected during interviews will contribute to a better understanding of the appropriate direction of future development in the Coppermine River basin 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, at 1-519-888-4567 ext. 36005 or reb@uwaterloo.ca.

For all other questions contact ***[insert researcher name and contact information].***

Your identity will be confidential. Once all the data are collected and analyzed for this project, I plan on sharing this information with the research community through seminars, conferences, presentations, and journal articles. If you are interested in receiving more information regarding the results of this study, or would like a summary of the results, please provide your 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 do not hesitate to contact me by email as noted below.

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

University of Waterloo***[Insert Department]***

***[Insert UW Email Address]***

***[Insert Principal Investigator Name]***

***[Insert Principal Investigator Contact Information]***