*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.***

**\*\*Please review the Guide to Creating an Information Letter and Consent Form for additional details\*\***

**Information Letter**

Study Title: ***[Insert study title]***

Student Investigator: ***[insert name, University of Waterloo email address]***

Faculty Supervisor: ***[insert name, phone, University of Waterloo email address]***

Collaborators: ***[insert name of collaborator from organization]***

Date: ***[insert date]***

This letter explains what the study is about, possible risks and benefits, and your rights as a research participant. You may print/save a copy for your records. If you do not understand something in the letter, please ask one of the investigators before consenting to participate.

**Study Overview**

I am a master’s student in the Department of Psychology at the University of Waterloo conducting research under the supervision of Dr(s) ***[insert names of Faculty Supervisor(s)].***

You are invited to participate in a study assessing the impact of mood on viewing negative images. Past research has demonstrated that the way someone feels impacts the way they engage and think about stimuli in their environment and vice versa. This study will extend previous research by looking closer at the different components of how one engages and thinks about negative images and the impact this has on how one experiences different types of emotions.

**Study Procedure**

As a participant in this study, you will be asked to complete several questionnaires on a computer in our lab. These questionnaires will ask you about your mood, emotions, and your ability to engage with tasks. For example, you will be asked to rate the extent to which you feel different mood states (e.g., I feel calm, I feel worried) and your ability to do tasks in general (e.g., I can quickly switch from one task to another).

Following the questionnaires, you will be asked to listen to a selection of classical music while thinking of an anxious thought or memory to induce yourself into a state of anxious arousal for a short duration (approximately 5-10 minutes) to the extent that you feel comfortable. You will then be asked to maintain this mood state while doing a 5-minute computer task and while listening to classical music. You are not asked to share your thoughts and you have complete control over to what extent you make yourself feel anxious.

For the 5-minute computer task you will sit in front of a computer with your chin placed in a chinrest and your forehead rested against a brace so that large head movements are minimized. This head support will be sanitized between each participant use. Your eye movements will be measured by a device that sits on the table below the computer monitor and through calibrating this device we can match the positioning of your eyes relative to the screen with the stimuli that are presented. In the computer task you will be asked to view a series of 46 pairs of pictures presented in colour. These image pairs will include negative, positive, and neutral pictures. The negative images involve themes of injury, violence and death that are paired with other non-violent images. The total task will take approximately 5 minutes to complete. Each trial begins when you look at the center fixation cross on the computer screen so you can control when each trial will begin.

After a short break, you will then be shown images from the previous task on a computer screen and asked to make two ratings regarding characteristics of the images (how arousing they are and how positive they are). At the end of the session, you will watch a humorous video and be asked to indicate your current mood on a rating scale.

**Participation and Remuneration *[Please see the ICL guide for details and language to include for different types of remuneration e.g., for draws, pro-rating, etc.]***

Participation in this study is voluntary and will take approximately 60 minutes of your time. You will receive one participation credit towards your psychology courses. If you are not able to induce an anxious mood state, you will still be granted your participation credit and will not be penalized in any way.

You may decline to answer any questions presented during the study if you so wish.  Further, you may decide to withdraw from this study at any time by advising the researcher and may do so without any penalty or loss of participation credit. If you wish to withdraw your study data after participating, please contact the researchers. You can request your data be removed from the study up until ***[insert date]*** as it is not possible to withdraw your data once papers and publications have been submitted to publishers.

**Benefits of the Study**

The benefits of participation in this study include learning about research in psychology in general and the topic of this study. There are no personal benefits to participation.

**Risks to Participation**

We want you to be aware of the possible risks/side effects associated with participation in this research. You will be asked to induce yourself to feel anxious by thinking of personally anxious thoughts. You will then record your mood state on a measure that will indicate whether you are high in your level of arousal (energy) and feeling negative. You will then be asked to listen to music while viewing images of injury, violence and death that could cause feelings of discomfort and/or distress in some individuals. For example, some pictures depict violent acts, and some pictures are graphic images of traumatised bodies. If you develop any negative reactions, or are concerned that you may, please contact the researcher, ***[insert name of Student Investigator]*** at ***[insert University of Waterloo email address]*** or by calling the research lab at 519-888-4567 x35874. You may also contact ***[insert name of Faculty Supervisor]*** at 519-884-4567 ext. ***[insert ext.] [insert University of Waterloo email address]*** or the University of Waterloo Counselling Services at 519-888-4567 x32655.

**Confidentiality**

Your identity will be confidential. Furthermore, because the interest of this study is in the average responses of the entire group of participants, you will not be identified individually in any way in any written reports of this research. The data, with identifying information removed, will be kept for a period of at least 7 years following publication of the research, after which it will be deleted. The data will be securely stored to which only researchers associated with this study have access. ***[If data may be shared in an online repository, please see the ICL guide for details about what information and language to include]****.*

**Questions and Research Ethics Clearance**

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, after receiving this letter, or if you would like additional information to assist you in reaching a decision about participation, please feel free to ask the student investigator or a faculty supervisor listed at the top of this sheet.

Thank you for your interest in our research and for your assistance with this project.

***[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.]***