*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\*\***

**Course Project – Information letter for Interview**

***[Insert Date]***

This letter is an invitation to participate in a study I am conducting for a ***[insert name of course]*** course project at the University of Waterloo. The course instructor is Professor ***[insert Professor name]***. I would like to provide you with more information about this project and your involvement if you decide to take part.

***[Insert a statement outlining the aim of the course project].*** The project will help me learn more about the topic area and develop skills in research design, collection and analysis of information, and writing a research paper.

Participation in this study is voluntary. It will involve an interview of approximately ***[insert time]*** in length to take place in a mutually agreed upon location and time. You may decline to answer any of the interview questions if you so wish. Further, you may decide to withdraw from this study at any time by advising me, the student researcher. With your permission, the interview will be audio-recorded to facilitate collection of information, and later transcribed for analysis. Your responses will be confidential such that your name or any other personal identifying information will not appear in the course project paper resulting from this study; however, with your permission anonymous quotations may be used. Notes and/or recordings collected during this study will be retained for at least ***[insert time period]***. You can request your data be removed from the study up until ***[insert date]*** as it is not possible to withdraw your data once presentations have occurred and papers submitted.

Even though I may present the study findings to the class, only the course instructor and I will have access to the data. There are no known or anticipated risks to you as a participant in this study.

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](mailto:reb@uwaterloo.ca).

For all other questions regarding this study, or if you would like additional information to assist you in reaching a decision about participation, please contact me by email at ***[insert University of Waterloo email address]***. You can also contact my course instructor, Professor ***[insert*** ***Professor name],*** at (1-519-888-4567) ext. ***[insert ext.]*** or email ***[insert University of Waterloo email address]***.

I very much look forward to speaking with you and thank you in advance for your assistance in this project.

Yours Sincerely,

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

***[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.]***