Cover Letter for Internet Research

You are invited to participate in a survey, entitled “[YOUR STUDY TITLE HERE].” The study is being conducted by [INSERT NAMES AND DEPARTMENT HERE] of The University of Massachusetts Dartmouth, [MAILING ADDRESS, PHONE NUMBER, AND EMAIL ADDRESS].

The purpose of this study is to examine [YOUR INFORMATION HERE]. Your participation in the survey will contribute to a better understanding of [YOUR INFORMATION HERE]. We estimate that it will take about [APPROXIMATE TIME LENGTH OF SURVEY] of your time to complete the questionnaire. You are free to contact the investigator at the above address and phone number to discuss the survey.

Risks to participants are considered minimal. There will be no costs for participating, nor will you benefit from participating.

Identification numbers associated with email addresses will be kept during the data collection phase for tracking purposes only. A limited number of research team members will have access to the data during data collection. This information will be stripped from the final dataset.

We have taken all reasonable measures to protect your identity and responses. The questions in this survey do not ask you to reveal any personally identifying information, the data are SSL encrypted and stored in a password protected database, and IP addresses are not collected. However, email and the internet are not 100% secure, so it is also suggested that you clear the computer’s cache and browser history to protect your privacy after completing the survey.

Your participation in this survey is voluntary. You may decline to answer any question and you have the right to withdraw from participation at any time without penalty. If you wish to withdraw from the study or have any questions, contact the investigator listed above.

If you have any questions or would like us to email another person for your institution or update your email address, please call [INSERT NAME HERE] at [PHONE NUMBER] or send an email to [EMAIL ADDRESS]. You may also request a hard copy of the survey from the contact information above.

To complete the survey, click on the link below:
[HTTP://LINK TO SURVEY URL]
The password for the survey is [PASSWORD].

If you do not want to receive any more reminders, you may email us at [EMAIL ADDRESS] or follow this link to opt out of future emails [HTTP://LINK TO REMOVAL URL].

This study has been reviewed and approved by The University of Massachusetts Dartmouth Institutional Review Board. If you have questions about your rights as a study participant, or are dissatisfied at any time with any aspect of this study, you may
Cover Letter for Internet Research

contact - anonymously, if you wish - the Institutional Review Board by phone at (508) 910-9880 or email at akarberg@umassd.edu.

IRB Approval Number: [STUDY NUMBER]

If you agree to participate please press the arrow button at the bottom right of the screen otherwise use the X at the upper right corner to close this window and disconnect.

Thank you.