

SAMPLE – COVER LETTER FOR SURVEY (NO RISK TO SUBJECTS)

[Customize information (specific to your study) in italics]

[TITLE of SURVEY]

[Date]

Dear _____ *[Student, Employee, Committee Member, etc.]*:

I am professor *[or a student under the direction of Professor _____]* in the Department/ Division/College of _____ at the University of Tennessee at Chattanooga. I am conducting a research study to *[state purpose of study]*.

I am requesting your participation, which will involve *[describe the procedures and include the expected duration of the subject's participation]*. Your participation in this study is voluntary. If you choose not to participate or to withdraw from the study at any time, there will be no penalty *[or something like it will not affect your grade, treatment/care, or job performance evaluation -- whichever applies]*. If at any time you discontinue the survey, your results will be discarded. The results of the research study may be published, but your name will not be used. *[If an anonymous questionnaire is used, state "The attached questionnaire is anonymous. The results of the study may be published but your name will not be known."]*

The risks of the study are *[describe the risks]*. The potential benefits of the study include *[describe the benefits]*.

If you have any questions concerning the research study, please call me *[or faculty advisor if appropriate]* at *[phone number]* or e-mail me at *[email address]*.

This research has been approved the University of Tennessee at Chattanooga's Institutional Review Board. If you have any questions about your rights as a subject/participant in this research, or if you feel you have been placed at risk, you can contact Dr. Amy Doolittle, the Chair of the Human Subjects Committee, Institutional Review Board at 423-425-5563. Additional contact information is available at www.utc.edu/irb.

You must be 18 or older to participate. Return of the questionnaire will be considered your consent to participate. Thank you.

Sincerely,

[Student researcher's name]

[Student's email address]

[Faculty Member if student research]

[Faculty Member's campus address if not using letterhead.]