

INFORMATION LETTER - TEMPLATE

You can use this form to generate text fragments to include in an information letter to the participants of your research project. This form will ensure that no essential information will be left out.

Points of attention:

-keep your target group in mind: are they experts, non-experts, or people with low literacy levels? Adults, adolescents or children? Avoid technical terms and overlong sentences. Provide the letter in the language in which the research will be carried out (English, Dutch, other?).

-make sure the information fragments are complete (don't leave out essential details), but also compact and to the point. For straightforward research projects, two or three sentences for most boxes (in the **yellow** column of the form below) will probably be sufficient.

INFORMATION LETTER ELEMENT	DETAILS; EXAMPLES OF WHAT TO INCLUDE	FILL IN YOUR TEXT FRAGMENTS HERE, THEN COPY/PASTE INTO A LETTER
(a) Introductory statement	<ul style="list-style-type: none"> *Pleasant greeting *Name of lead researcher (or contact person) *Invitation to participate 	I trust this letter finds you well. I am Dominik Szewczyk, the contact person for an intriguing research project at Breda University of Applied Sciences (BUAS). We cordially invite you to take part in this research study.
(b) General Information	<ul style="list-style-type: none"> *Name of the research project *Duration *Institutes / organizations that are involved *Source of finance 	<p>Name of the Research Project: "Perceptions and Potential of Artificial Intelligence in Facility Management: A Study at Breda University of Applied Sciences"</p> <p>Duration: The research project is expected to be completed over a two-month period, commencing 3 September and concluding 3 November.</p> <p>Institutes / Organizations: This project is conducted in collaboration with BUAS.</p> <p>Source of Finance: We would like to note that we do not have external funding for this research.</p>
(c) Goal/Purpose of the Research Project	<ul style="list-style-type: none"> *What the research is about *Why the participant is being asked to contribute 	This research aims to explore the perceptions of artificial intelligence (AI) among facility management students. We are interested in understanding your personal views on AI in the context of facility management and related questions.
(d) Methodology: How will the research be conducted? What	<ul style="list-style-type: none"> *Brief description of the procedures to which the participants will be subjected *When, where, how, how often 	The research methodology will involve interviews conducted on Teams or in person. All sessions will be recorded. We

will be expected of the participants?		kindly request participants to respond to questions during the interviews.
(e) Additional Requirements for the participants due to the methodological setup	*Specific requirements due to the test conditions, re: belonging to a particular age category, health status (you need to be X, or you shouldn't be Y), not being pregnant, etc.	We are seeking participants from the facility management domain, including students, lecturers, or professionals. There are no specific age, health, or pregnancy-related requirements.
(f) Possible advantages and disadvantages of participating in this research	*Advantages: e.g. use of a particular device (Fitbit, smartphone, tablet, ...) for the duration of the project; access to information / data resulting from the research; contributing to relevant insights for science, or the sector, etc. *Disadvantages: e.g. discomfort during measurement *Or no advantages of disadvantages	Advantages: Your participation will grant you access to the research findings, valuable experience through interviews, and the opportunity to engage in meaningful discussions. Disadvantages: Please note that during interviews, there may be moments of discomfort.
(g) Risks	*Explain the potential risks (if any), and what will be done to ensure participant safety	No significant risks are associated with participation in this research. Your safety and well-being are a top priority.
(h) Costs and Payment	* Are there costs involved for the participant? *Will travel costs be reimbursed? *Will participants be rewarded for their involvement?	There are no costs involved in participating in this research.
(i) Data management, Privacy, Confidentiality	*How will data be processed? *How will privacy be ensured? Give a simple example, e.g. your name will be replaced with a non-traceable code; your exact age will not be used, but be placed in an age category; your province instead of your city will be included, etc. *Who will have access to the data? *How long will data be stored? *Include a reference to relevant parts of the data management plan, e.g. as an appendix	Your data will be processed in accordance with privacy regulations. To safeguard your privacy, personally identifiable information will be replaced with non-traceable codes. Access to the data will be restricted to authorized research personnel. Data will be securely stored for a specified duration. Additional details can be found in the Data Management Plan in the attached appendix.
(j) Voluntary nature of participation	*Participants can decline to participate and withdraw from the research once participation has begun, without any negative consequences, and without needing to provide an explanation *Researcher can also decide to end a participant's involvement	Your participation is entirely voluntary. You have the right to decline participation or withdraw from the research without any negative consequences or needing to provide an explanation. The researcher also reserves the right to terminate a participant's involvement. In either case, your data will not be used and will be deleted or destroyed.

	*In either case, the participant's data will not be used, and be deleted / destroyed	
(k) Results	*How the results of the research will be published *Allow participant to indicate whether s/he wishes to be informed of the outcomes (e.g. by sharing the published paper or report in part or in whole)	The research findings will be presented at a conference at BUAS on November 3rd. You may indicate whether you wish to be informed of the outcomes, and we can share the published paper or report, either in part or in its entirety.
(l) Complaints	*If a participant has complaints about any aspect of the procedure, s/he can contact <lead investigator> or <contact person> - same person(s) as mentioned in Introductory Statement *For cases in which that does not lead to a satisfactory outcome, include contact info of complaints handling committee	If you have any concerns or complaints about any aspect of the procedure, please feel free to contact Dominik Szewczyk (224180) via Teams.
(m) Research Ethics Review Board	*Indicate if this research has been approved by the BUas Research Ethics Review Board. Include contact info of RERB if more information about this board is required	We would like to confirm that this research has received approval from the BUAS Research Ethics Review Board.
(n) What will the procedure be for the participant to give consent to his/her participation?	*Refer to participant consent form	The Participant Consent Form is available in the attachments for your reference
(o) If the participant requires more information	*Contact info key players: lead researcher and/or contact person; BUas privacy officer; complaints handling committee	Should you have any questions or require additional information, please do not hesitate to contact Dominik Szewczyk (224180) via Teams.
(p) Letter closing		Thank you for considering participation in our research project. Your insights are highly valued, and we look forward to your involvement.