**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.

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| **INFORMATION LETTER ELEMENT** | **DETAILS; EXAMPLES OF WHAT TO INCLUDE** | **FILL IN YOUR TEXT FRAGMENTS HERE, THEN COPY/PASTE INTO A LETTER** |
| **(a) Introductory statement** | \*Pleasant greeting  \*Name of lead researcher (or contact person)  \*Invitation to participate |  |
| **(b) General Information** | \*Name of the research project  \*Duration  \*Institutes / organizations that are involved  \*Source of finance |  |
| **(c) Goal/Purpose of the Research Project** | \*What the research is about  \*Why the participant is being asked to contribute |  |
| **(d) Methodology: How will the research be conducted? What will be expected of the participants?** | \*Brief description of the procedures to which the participants will be subjected  \*When, where, how, how often |  |
| **(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. |  |
| **(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 |  |
| **(g) Risks** | \*Explain the potential risks (if any), and what will be done to ensure participant safety |  |
| **(h) Costs and Payment** | \* Are there costs involved for the participant?  \*Will travel costs be reimbursed?  \*Will participants be rewarded for their involvement? |  |
| **(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 |  |
| **(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  \*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) |  |
| **(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 |  |
| **(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 |  |
| **(n) What will the procedure be for the participant to give consent to his/her participation?** | \*Refer to participant consent form |  |
| **(o) If the participant requires more information** | \*Contact info key players: lead researcher and/or contact person; BUas privacy officer; complaints handling committee |  |
| **(p) Letter closing** |  |  |