

FORMATTING FOR ANONYMOUS/CONFIDENTIAL SURVEY COVER LETTER

- ✓ Use understandable, non-technical language at an 8th grade or lower reading level.
- ✓ Write the document in the 2nd person (i.e., you, your) and keep the pronoun usage consistent throughout the document.
- ✓ Use at least 12 pt. font.
- ✓ Ensure that margins are at least 1" on all sides.

ANONYMOUS/CONFIDENTIAL SURVEY SCRIPT

Date

Dear _____ :

I am a professor [or a graduate/undergraduate student under the direction of professor] in the [Enter University Department] Department at Union University. I am conducting a research study entitled [Enter name of study]. The purpose of this study is [Enter purpose of study].

*** If appropriate, include a statement requiring participants to be 18 years of age or older.*

Your participation will involve [Explain the procedures] and should only take about [Enter estimate of time commitment]. Your involvement in the study is voluntary, and you may choose not to participate or to stop at any time. The results of the research study may be published, but your name will not be used. Your identity will not be associated with your responses in any published format.

The findings from this project will provide information on [Explain expected practitioner value] with no cost to you other than the time it takes for the survey.

If you have any questions about this research project, please feel free to call me [Enter your contact information and/or contact information of your faculty sponsor] at [Enter your phone no.] or send an e-mail to [enter email address]. Questions about your rights as a research participant or concerns about the project should be directed to the Institutional Review Board at Union University at (731) 661-5580 or irb@uu.edu.

By returning this questionnaire in the envelope provided, you will be agreeing to participate in the above described project.

Thanks for your consideration!

Sincerely,

[Enter Researcher's Name]

[Enter Researcher's Title]