

FORMATTING FOR ANONYMOUS/CONFIDENTIAL SURVEY COVER LETTER

- Keep the language simple. Consent language should be written at an 8th grade reading level or below. Avoid use of technical terms. When using acronyms or abbreviations, spell out the full meaning the first time used.
- Compose the consent form to speak TO the participants, not ABOUT them, i.e. “You will be asked to...” instead of “The participant will be asked to...”
- The title of the study on the consent form need not mention the title of the study in the project outline form. Sometimes it is warranted to use a simpler title for the consent form.
- To see templates for other consent form models (parental consent, assent, etc.), please check the website: <http://www.uu.edu/research/irb/forms/>
- If the researcher is a student, please include researcher and advisor’s contact information in the Contact Information section.

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] at Union University in Jackson, TN. 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]