

# Letter of Invitation Checklist

A Letter of Invitation normally contains the following 'elements' to ensure that research participants have sufficient information about the study in which they are being invited to participate. Research participants have the right to be treated with respect and dignity in every phase of the research and to be fully and clearly informed of all aspects of the research prior to becoming involved in a research project. Suggested wording is provided to assist you in creating information/consent documents.

- A statement indicating that the study has been reviewed and received ethics clearance through the REB (file #\_\_\_\_\_).
- The title of the project and date.
- Name of Principal Investigator, (status and/or role), phone numbers, Faculty supervisor's name, department, email address and phone number. (Use University phone numbers only.)
- A statement that the study involves research and that the individual is being invited to participate in the project.
- An explanation of the purposes of the research in language that is comprehensible to individuals in the population from which the participants are being drawn.
- The expected duration of the subject's participation.
- A description of any benefits to the subject or to others, which may reasonably be expected from the research.
- Contact information for the Office of Research Ethics ([reb@brocku.ca](mailto:reb@brocku.ca) (905)688-5550, ext. 3035) who can provide answers to pertinent questions about the research subjects' rights.
- The name of any companies or agencies that may be sponsoring the research. Indicate whether or not this is a single-site project or multi-centre project. The research consent form should describe any apparent, actual or potential conflict of interest on the part of the researchers, their institutions or sponsors.

## ***Please Note:***

Interview data cannot be considered anonymous because the researcher is able to identify the participant. Confidentiality, however, can be maintained.