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**TITLE OF THE STUDY – Letter of Information**

**Seneca**

**Insert Department/School/Program**

**Date**

Our names are insert names. We are fourth-year students in the [insert name of program] program at Seneca. **[If you are a student, include the following sentence:]** As part of our course requirements, we are undertaking a small-scale research study under the supervision of Professor insert name of supervisor. The study is calledinsert title of study. The purpose of the study is to insert short description of topic and purpose of study. As a insert participant criteria group such as student, consumer, pilot, etc., you are invited to participate in this research study. Please read this letter and decide whether you would like to participate in this project.

If you choose to participate, you will be required to answer an online survey. This should take aboutinsert number of minutesminutes. The information you provide will be anonymous. You will be asked **not** to include your name in your answers. Consent shall be electronically obtained, so there will be no need for you to sign your name on anything. Survey responses will be collected anonymously through the online survey software insert software platform. The online survey results will be accessible to the researchers using a password but the raw data you provide in the form will be stored on Microsoft’s servers located in the United States. Where personal information is stored or processed outside of Canada, it is subject to the laws of the foreign jurisdiction, and may be accessible to that jurisdiction’s governments, courts or law enforcement or regulatory agencies. United States authorities under the provisions of the USA Freedom Act formerly known as the Patriot Act may access the survey data. The data downloaded by the researchers will be kept in a secure computer file and will be deleted upon the completion of the study on insert date unless the study is published, in which case anonymous electronic data will be kept indefinitely.

Study findings will be based on the entire group of participants and not on individual participants. The findings of the study will be viewed by our faculty supervisor, insert name, and may be discussed in a classroom, at a conference presentation or published. However, the report of the findings will not include any identifiable information about you.

Participation is completely voluntary, and you may withdraw your consent while you are completing the survey. If you wish to withdraw during the study, simply exit the window that contains our online survey at any time and the data you provide will be deleted by the research team after we download the data. You also may decline to answer any specific questions without withdrawing from the study by leaving the questions blank. At the end of the survey, you will be asked to confirm your consent. Please note that since the survey is anonymous, it is **not possible** to withdraw consent once the survey is submitted.

There are no known risks or insert statement of risks and mitigation plan to participating in this study. The benefits from this study are insert statement of benefits, which may be benefits to the participants or to the broader society.

This research study has been reviewed and received clearance through the Seneca’s Research Ethics Board. If you have any questions about this process or about your rights as a participant in the study, contact Seneca’s Research Ethics Board at [REB@senecacollege.ca](mailto:REB@senecacollege.ca). If you have any other questions about this study or about your participation, feel free to contact our faculty supervisor, insert name and contact information.

If you agree to participate in this study, you may select “Continue” to proceed to our survey and give your electronic consent before the first question.

**Consent Question**

I have had an opportunity to read the information provided about Insert Title of study and any questions that I may have had have been answered to my satisfaction. I consent to participate in this survey with the understanding that I am doing so voluntarily. I understand that responses will be kept confidential and that I may withdraw at any time prior to submission using the means outlined in the letter of information.

* I agree to complete the survey.
* I opt not to complete the survey.

**Post Survey Consent Question**

Having completed the survey, I understand that I am providing my responses voluntarily. I understand that my responses are anonymous. I agree to the use of my responses by the researchers as outlined in the letter of information.

* I agree to the use of my data.
* Please delete the data I have provided. I am withdrawing my consent for this study.