DATE

**TITLE OF RESEARCH STUDY**

*(The title may need to be shortened. The title does not have to appear in a cover letter,*

*but it should appear at the beginning of the questionnaire.)*

You are being invited to participate in a research study about [explain the study’s purpose in a few words]. This study is being conducted by [insert name of PI and name of faculty sponsor (if PI is a student)], from the [insert program affiliation] at Mercy College. [If PI is a student, indicate that the study is being conducted as part of an undergraduate project, graduate student project, thesis, or dissertation. If funded, identify the funding agency.]

OPTIONAL: You were selected as a possible participant in this study because [explain succinctly and simply why the prospective subject is eligible to participate, if applicable.]

There are no anticipated risks if you decide to participate in this research study. There are no costs to you for participating in the study. The information you provide will [briefly explain what the information is being used for]. The questionnaire will take about [approximate amount of time]to complete. The information collected may not benefit you directly, but the information learned in this study should provide more general benefits.

This survey is anonymous. Do not write your name on the survey. [If this is a web-based survey, indicate how you will provide anonymity (e.g., not collect IP addresses) Also indicate that absolute anonymity cannot be guaranteed over the Internet].No one will be able to identify you or your answers, and no one will know whether or not you participated in the study. Individuals from [give name of the funding agency, if any or applicable] and the Institutional Review Board may inspect these records. Should the data be published, no individual information will be disclosed.

Your participation in this study is voluntary. By completing and [doing whatever the respondent should do with the completed survey (e.g., mail, put in a box in a specific location)], you are voluntarily agreeing to participate. You are free to decline to answer any particular question you do not wish to answer for any reason. Once you hand in or submit your survey, however, I will not be able to withdraw you from the study as I will not be able to identify your individual data.

If you have any questions about the study, please contact [Name, mailing address, phone number, and email address of the PI (and faculty sponsor(if PI is a student)].

The Mercy College Institutional Review Board (IRB) has reviewed my request to conduct this project.  If you have any concerns about your rights in this study, please contact Dr. Francine Seruya, chair of the Mercy College IRB at 914-674-7816 or email mcirb@mercy.edu.