

### **Sample 5: Cover Letter for Anonymous, Non-Sensitive Questionnaire**

I would appreciate your assistance with this research project on **[state purpose of research, indicate how results will be used, and indicate how results will be reported]**.

This research will help me understand **[state benefits to subjects and humanity expected from the research]**.

All you need to do is complete this short questionnaire, which should take approximately **[state time needed to complete questionnaire]**. If you do not wish to participate, simply discard the questionnaire. Responses will be completely anonymous; your name will not appear anywhere on the survey. Completing and returning the questionnaire constitutes your consent to participate.

Keep this letter for your records. If you have any questions regarding the research, contact **[give name, department, phone number, address. If the investigator is a student, also provide advisor name and phone, and identify as your advisor]**. If you have any questions regarding your rights as a research participant, please contact please contact the University of Portland Institutional Research Board at [irb@up.edu](mailto:irb@up.edu). Thank you again for your help.