

SAMPLE "ONLINE" LETTER

January 6, 2006

Dear Participant:

My name is Patty Purple and I am a graduate student from the Department of Educational Psychology at the University of Illinois. My advisor, Dr. Viola Vermillion and I would like to include you, along with some of your colleagues, in a research project about your educational program in life sciences. If you decide to take part in this project, we will ask that you complete the following questionnaire, electronically, and return it to the address indicated below and at the end of the questionnaire. We anticipate that it will take approximately 10 minutes of your time to complete the questionnaire.

Your participation in this project is completely voluntary. Your choice to participate or not will not impact your grades or your status with the University of Illinois. Your participation will be confidential since your responses will be sent directly to the researcher. All information that is obtained during this research project will be kept secure and will be accessible only to project personnel. It will also be coded to remove all identifying information.

We anticipate no risk to participating in this research other than what might be experienced in normal life and the research may be helpful for improving our understanding of life science educational programs. The results of this study may be used for a dissertation, a scholarly report, a journal article and conference presentation. In any publication or public presentation pseudonyms will be substituted for any identifying information.

If you DO want to participate please just print a copy of this letter for your records and proceed to respond to the attached questionnaire.

If you do NOT want to participate in the project please just delete this e-mail and do not proceed to the questionnaire.

If you have any questions about this research project, please feel free to contact us either by mail, e-mail, or telephone.

Sincerely,

(signature)

Patti Purple, Research Assistant  
244-1111  
pattipurple@uiuc.edu

(signature)

Viola Vermillion, Professor  
244-2222  
vermillion@uiuc.edu

If you have any questions about your rights as a research participant please contact Anne Robertson, Bureau of Educational Research, 217-333-3023, or [arobrtsn@uiuc.edu](mailto:arobrtsn@uiuc.edu) or the Institutional Review Board at 217-333-2670 or [irb@uiuc.edu](mailto:irb@uiuc.edu)