The Invitation to Participate form should be:

1. Written in plain, clear language avoiding the use of jargon and acronyms.
2. Tailored to the reading level of the participants so they can understand what is required of them and make an informed decision about their participation.
3. Presented on this template.

This template demonstrates the minimum information that should be included in an invitation to participate document. Additional information may be required depending on the nature and complexity of the project.

The template begins on the next page.

**Do not** include this instruction page with your form.

Directions for what to include in each section are written in *italicized red text*.

All *italicized red text* should be replaced with information specific to your project.

**INVITATION TO PARTICIPATE**

*[Title of Research Project]*

*[Date]*

**Principal Investigator (Researcher):** **Supervisor:**

*[insert name and contact info] [insert name and contact info]*

My name is *your name here* and I am a *insert degree program* student at Athabasca University. As a requirement to complete my degree, I am conducting a research project about *briefly describe the project in lay terms 1 – 2 sentences*. I am conducting this project under the supervision of *your supervisor’s name here*.

I invite you to participate in this project because *describe why this person might qualify for participation in the research project*.

The purpose of this research project is *Describe the purpose of the research, including what the project hopes to answer.*

Your participation in this project would involve *Describe the nature of the participation, including methods of data collection (e.g. audio or video recorded interview, in-person interview, hard copy or online survey completion, etc.), the expected length of time it will take (provide a realistic estimate of the time, frequency and effort that will be required of the participant) and state where the participation will occur (e.g. “The interview would be arranged for a time and place that is convenient to your schedule”; “You may complete the survey at any time convenient to you between x date and x date”)*.

*In the case of interviews, state whether any follow-up conversation would be scheduled to review the interview transcript and whether opportunity will be given to participants to alter/clarify their comments.*

All information you provide during the study will *briefly outline how data will be handled..i.e. will it be anonymized, coded; where will it be stored and how will it be secured; how will it be protected from unauthorized access and whether it will be deposited into some form of data repository.*

The research should benefit *Identify any benefits to the participant, for the development of knowledge, or for a change in practice.* I do not anticipate you will face any risks as a result of participating in this research. *If there will be any incentive or reimbursement of expenses provided, describe this briefly here.*

Thank you for considering this invitation. If you have any questions or would like more information, please contact me, (the principal investigator) by e-mail *insert e-mail address* or *insert any other means of contact you wish to use* or my supervisor by *insert e-mail address or phone number.*

Thank you.

*[nsert researcher name]*

**This project has been reviewed by the Athabasca University Research Ethics Board [REB File #\_\_\_]. Should you have any comments or concerns about your treatment as a participant, the research, or ethical review processes, please contact the Research Ethics Officer by e-mail at** **rebsec@athabascau.ca** **or by telephone at 780.213.2033.**