

**Invitation Letter**

**PLEASE DO NOT SUBMIT THE UNEDITED TEMPLATE TO AN ETHICS COMMITTEE**

**THIS FORM MUST BE ON DEPARTMENTAL HEADED PAPER INCLUDING THE NAME OF THE HEAD OF DEPARTMENT AND RELEVANT CONTACT DETAILS. ANY GUIDANCE NOTES PROVIDED IN BLUE MUST BE DELETED. THE FORM MUST HAVE A DATE AND VERSION NUMBER.**

**Some general principles:**

* **Avoid any coercive language e.g. ‘your participation is invaluable’ or any inflated claims e.g. ‘this important research’.**
* **Keep all language simple – reading age of about 8years**
* **Think about accessibility – e.g. visual impairment**
* **The letter must read as an ‘invitation’ not an obligation**

**Study Title:** .................................................................................................

**REC Ref No:** .........................when known....................................................

Dear Potential Participant (or similar depending on your target population)

I would like to invite you to participate in a research study.

Further detail might include:

* Brief introduction of self and project
* Information about how the addressee was accessed – the letter might have been passed on by a third party / gatekeeper e.g.

This letter has been forwarded by ..............because they have identified that you might be a suitable participant in my research...........they have not provided me with your name, address or personal details

* If the letter is passed on by a third party make it clear that there are no consequences either negative or positive with regard to any service that the third party might be providing for the potential participant
* Reference to an information sheet and consent form if they are to be attached along with version number
* Information about how to respond should the addressee wish to do so (in most cases it is not appropriate to ask them to reply only if they wish to opt out)
* Researcher contact details –you should not use personal telephone numbers. A UoP postal address (refer to the letter head), ‘phone number and e mail address should be given.
* Any information about ‘chasing’ – it is usually acceptable to send a further letter in the absence of a response – this could be a ‘blind’ second posting if the researcher has approached the addressee anonymously
* A statement making it clear that participation is voluntary and withdrawal easily facilitated (at least up to the point of data analysis)
* A statement thanking the person for reading the letter regardless of their decision