

(Must be on department letterhead)

Survey Cover Letter

Information similar to the following should be included as part of a survey cover letter.

This survey is designed to _____.

Taking the survey will take approximately XX minutes of your time. Completion and return of this survey indicates voluntary consent to participate in this study. For information regarding my rights as a research participant, I may contact the Chair of the Institutional Review Board at (985)549-2077.

This survey contains an identification number. This is done for research purposes and to avoid sending you needless reminders about completing the survey. The information you provide will be completely confidential, the coding list will be destroyed after the data is collected. The information gained from this survey will only be reported as group data, at no time will your name be identified with any response. If you have any questions regarding this survey, please contact X at (xxx)xxx-xxxx or his/her supervisor, Dr. Y, at (yyy)yyy-yyyy.