

Appendix G

**MODEL FORM  
COVER LETTER**

(Typically used in lieu of written consent, for questionnaires or interviews when the research could not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, reputation or insurability, and where there is no video-taping or audio-taping.)

Date

Dear \_\_\_\_\_:

I am a professor [a student under the direction of Professor \_\_\_\_\_] in the Department of \_\_\_\_\_ at Santa Clara University. I am conducting a research study to (state purpose of study in sufficient detail and in lay terms).

I am requesting your participation, which will involve \_\_\_\_\_. (*Include the nature of what the participant will do and the expected duration of the subject's participation*). Your participation in this study is voluntary. If you choose not to participate or to withdraw from the study at any time, there will be no penalty. It will not affect your grade, course credit received, treatment/care--***whichever applies***. The results of the research study may be published, but your name will not be used. [If anonymous questionnaire is completed, include statement that "The questionnaire is anonymous. The results of the study may be published but your name will not be known."].

If you have any questions concerning the research study, please call me at ( ) \_\_\_\_-\_\_\_\_ (and for student projects) or Dr. \_\_\_\_\_ at ( ) \_\_\_\_-\_\_\_\_\_.

Return of the questionnaire will be considered your consent to participate.

Sincerely,

(Researcher's name)

The following language must also be included:

If you have any questions about your rights as a subject/participant in this research, or if you feel you have been placed at risk, you can contact the Chair of the Human Subjects Committee, through Office of Research Compliance and Integrity at (408) 554-5591.