******Information Letter Example**

**Brief Letter**

**Project Title**

Dear

The purpose of this project is to conduct a detailed evaluation of the … program that is being run in your community. Prof xxxx xxxx is working with Dr xxxx xxxx and Ms xxxx xxxx (PhD student) to evaluate this program. We hope to find whether the program is meeting its aims successfully and whether there is anything we can learn from you that will be of value to other similar programs.

You are invited to participate in a focus group on (date) at (venue, time). The focus group will last about 1 ½ hours. Each group will be about 6-8 people. (or give relevant details e.g. of proposed interviews)

We want to find out both your understanding of the program as well as your opinions about it. To help us achieve this, we will also ask you to complete a brief survey. The survey will ask about your age, place of birth, level of education, physical activity and how you cope with stress (if personal information will be asked, this needs to be indicated to participants). Some of these questions may be seen as personal and private. You can choose not to answer any of the questions on topics sensitive to you.

At the end of the focus group we will give you a xxxx voucher in recognition of your time and effort.

You can decide at any time to withdraw your consent to participate in this research. If you decide to withdraw, any material you have given us will be destroyed (sometimes data cannot be withdrawn or destroyed after a certain point, if so, indicate this to participants – e.g. If your data has already been de-identified or published, it may not be possible to destroy data that you provided in the earlier stages of the research. In this instance, all your information will be attributed anonymously). Withdrawing from the research will have no consequences for your ongoing participation in the program.

My supervisor and I are happy to discuss with you any concerns you may have about this study.

You can expect to receive feedback in (timeframe).

Sincerely

Signature

This study has been approved by the Murdoch University Human Research Ethics Committee (Approval xxxx/xxx). If you have any reservation or complaint about the ethical conduct of this research, and wish to talk with an independent person, you may contact Murdoch University’s Research Ethics & Integrity on Tel. 08 9360 6677 (+61 8 9360 6677 for overseas studies) or e-mail [human.ethics@murdoch.edu.au](mailto:human.ethics@murdoch.edu.au). Any issues you raise will be treated in confidence and investigated fully, and you will be informed of the outcome.

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