Letter of Invitation Participate in Research

[TEMPLATE - Download & Edit]

Title of study

Date: [Enter Date]

[Enter appropriate greeting, such as “Hello”, “Dear Student” or “Dear Potential Participant”],

You are invited to participate in a research study conducted by [PI name(s)], student(s) in [school or program] at St. Edward’s University. I am conducting research with a faculty member as part of my [specific class/program/etc.].

The purpose of this study is to [enter study’s purpose]. You are eligible to participate if you are at least 18 years old and [enter additional qualifications]. We will ask you to [explain what the participant will be doing (survey/interview etc., duration, and location)].

The [specify the type of instrument that will be administered (survey, interview, focus group, etc.)] contains questions about [description of questions involved]. Your responses will be kept secure and confidential.

If you decide to participate, you will be provided with a Consent Form outlining more details about the study and your rights as a participant.

If you have any questions or concerns regarding this study, please reach out to me or my faculty advisor.

Thank you for your time,

[full name], Student Researcher
[username]@stedwards.edu

[full name], Ph.D., Faculty Advisor
[username]@stedwards.edu

If you have additional concerns about this study, please contact:

St. Edward’s University IRB
IRB@stedwards.edu

IRB Protocol ID # _____
[If research is Exempt, delete the above line and put “IRB Exempt” instead.]