

Consent Cover Letter

Research Support Services for Modern Languages and Literatures

The purpose of this research study is to examine the research practices of faculty in literature in all languages, culture (e.g. folklore, performance studies, and literary history) and writing studies. We are doing this study in order to articulate the best resources and services that instructors at the University of Utah need to be successful in their work.

If you agree, you will participate in an audio-recorded interview about your research practices. The interview should take about 60 minutes. Your participation is completely voluntary. You may choose not to answer a question or are free to withdraw consent and discontinue participation in the interview at any time for any reason without penalty or loss of benefits.

There are no known risks associated with participating in this study. You may experience a benefit in the form of increased insight and awareness into your research practices and support needs.

The interview will take place in a private office. The recorded interviews will be stored as digital audio files on a password-protected computer. The files will be destroyed after transcription. A pseudonym will be attached to the interview transcript. You will not be identified in any publications. The information collected in this research will not be used for future research studies.

If you have any questions complaints or if you feel you have been harmed by this research please contact <<researcher name>>, University of Utah Marriott Library, at <<phone number>>.

Contact the Institutional Review Board (IRB) if you have questions regarding your rights as a research participant. Also, contact the IRB if you have questions, complaints or concerns which you do not feel you can discuss with the investigator. The University of Utah IRB may be reached by phone at (801) 581-3655 or by e-mail at irb@hsc.utah.edu.

Research Participant Advocate: You may also contact the Research Participant Advocate (RPA) by phone at (801) 581-3803 or by email at participant.advocate@hsc.utah.edu.

By participating in the interview, you are giving your consent to participate in this research and to be audio-recorded. Thank you for your willingness to participate!

Commented [A1]: Does the consent process begin with a concise and focused presentation of key information? Yes. A Consent Cover Letter generally provides all the key information in a concise form.

Commented [A2]: Is there a statement that the study involves research and an explanation of the purposes of the research? Yes.

Commented [A3]: Is there a description of the procedures to be followed including the identification of any procedures that are experimental? Yes, there is a description of the procedures. There are no experimental procedures.

Commented [A4]: Is the expected duration of participation stated? Yes.

Commented [A5]: Is there a statement that participation is voluntary? Yes.

Commented [A6]: Is there a statement that individuals may refuse to participate or discontinue participation without penalty or loss of benefits? Yes.

Commented [A7]: Is there a description of any foreseeable risks or discomforts to the participant? Yes.

Commented [A8]: Is there a description of any benefits to the participants or others? Yes.

Commented [A9]: Is there a statement describing the confidentiality of records? Yes.

Commented [AS10]: Is there a statement about the collection of identifiable private information or identifiable biospecimens? Yes.

Commented [A11]: Is the necessary contact information provided? Yes.

Commented [AS12]: This statement is required when the study is conducted at the University of Utah. The language should be included verbatim.

Commented [IRB13]: If the study is conducted at the University of Utah, include this statement.

Commented [AS14]: A Waiver of Documentation of Consent is approvable because the research presents no more than minimal risks of harm to subjects and involves no procedures for which written consent is normally required outside of the research context. Therefore, this cover letter does not require a signature from the participant or participant's legally authorized representative. The participant should receive a copy of the consent cover letter.

SAMPLE