**Instructions**

To stand out both on your computer screen and in black/white copies, instructions are in bold, italic, and blue type.

Instructions are in boxes and will be deleted in final consent.

**IRB-required template language is in black type and should not be changed.**

Sample language, which can be used, modified, or deleted as appropriate for your project, is in blue type. **Please maintain the blue color to distinguish your project-specific information from the required template language.**

*This template is for minimal risk projects (surveys, interviews, or minimal risk requiring online consent).*

*To conduct Online Research, a web informed consent and recruitment letter must be completed and approved by the IRB.*

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Dear Respondent,

My name is [Name of Principal Investigator], I am [Explain who you are and identify your affiliation with Campbell University]. I am conducting a research project about [Explain the research using LAY TERMINOLOGY and include the title of your project]. I am emailing to ask if you would like to participate by completing a [survey, interview, etc.] for this research project.

Campbell University’s IRB requires investigators to provide informed consent to the research participants. If you would be interested [in taking this survey/participating in this research], please click the following link for more information on how to participate: [insert link to Qualtrics survey or how to contact the research project team].

If you have any questions about the project, contact the Principal Investigator [Name of PI] by phone, [Phone Number], or by sending an email to [Campbell email address].

Campbell University’s Institutional Review Board (IRB) reviewed protocol #[Assigned Protocol #] and approved it on [Approval Date (XX/XX/XXXX)].

**Questions about your rights as research participant:**

If you have questions about your rights as a research participant or if you are at any time dissatisfied with any part of this project, you may contact, anonymously if you wish, the Campbell University IRB by phone at (910) 893-7780 or by email at [irbadmin@campbell.edu](mailto:irbadmin@campbell.edu).

Thank you in advance for your time and participation!