

SAMPLE COVER LETTER

Dear _____

I am a graduate student in **Special Education at the University of Guam**. I am conducting a study regarding the relationship between anxiety and performance. The approximate number of subjects involved in this study will be 18.

You will be asked to complete one survey instrument that will take approximately **25 min** to complete. The survey consists of **25 questions**. Questions are rated on a Likert Scale.

You will be asked to complete a demographic form. The form asks questions pertaining to: age, ethnicity, gender, level of experience, years competing in the sport.

Risks are minimal. Participants are only being asked to complete a survey that will take **approximately 25** minutes to complete.

The information obtained about you will be kept in confidence. No names will be used. All surveys will be coded. Names will only be able to be traced by the researcher. The information may be used for statistical or scientific purposes without identifying you as an individual. **The data collected will be stored in a locked file cabinet. No person will have access to data other than the researcher. Data will be destroyed after one year.- (Use with face to face surveys) or Participants identities will be kept anonymous and all data will be secured in password protected files. Surveys will not be linked by IP addresses. Files will be permanently erased after 6 months or as soon as research project is completed (Use with online surveys)**

Any significant new findings will be provided to you during the course of the study.

You are free to withdraw from this project at any time without penalty or loss of benefits to which you would otherwise be entitled. Should a physical injury occur, appropriate first aid will be provided, but no financial compensation will be given. Further information can be obtained from the Office of Research and Sponsored Programs at the University of Guam concerning pertinent questions about the research and an explanation of your rights as a research subject. The Research and Sponsored Programs serves as the official contact office in the event of research related injury to you 671-735-2672.

Thank You,

Sam Smith, Graduate Student, Special Education

Dr. Jane Doe, Faculty Advisor, Special Education
Telephone #, Email

ELEMENTS OF A COVER LETTER

1. Statement regarding who you are, what program you are from
2. Statement that the study involves research, an explanation of the purpose of the research and expected duration, description of procedures, identification of procedures that are experimental
3. A description of any foreseeable risks or discomforts
4. Description of any benefits
5. A disclosure of appropriate alternative procedures or courses of treatment that may be advantageous
6. A statement describing the extent if any to which confidentiality of records identifying the subject will be maintained
7. For research involving minimal risk, and explanation as to whether compensation is available
8. An explanation of who to contact for answers to questions
9. A statement that participation is voluntary
10. Subject is free to withdraw at any time
11. Right to see results