Dear [Insert the name of the participant],

Research Study Title: [Insert Study Title]

Researchers at UNSW are conducting a project about [Insert the aim of the research].

The research study is looking recruit people who meet the following criteria:

* [Insert the inclusion criteria]

Participants meeting the following criteria will be excluded from the study:

* [Insert the exclusion criteria]

Participants will be asked to complete the following research activities if they agree to participate:

* [Online, telephone or paper-based survey] that will take approximately [insert time commitment] to complete.
* [Clinic visit or study visit] at the [insert clinic or study visit location] and we expect that it will take approximately [insert time commitment] to complete.
* [Focus Group]
* [Face to Face, Online or Telephone Interview] that will take approximately [insert time commitment] to complete.

A full description of all research activities, including any risks, harms or discomforts that you may experience while participating in this research is included in the attached Participant Information Statement and Consent Form.

Please contact the following person via email or phone to register your interest in taking part in the research:

|  |  |
| --- | --- |
| **Name** | [Insert full name] |
| **Position** | [Insert position title] |
| **Telephone** | [Insert work telephone number] |
| **Email** | [Insert work email address] |

If you have questions about the research and would like to contact the Chief Investigator please contact the following person:

**Chief Investigator**

|  |  |
| --- | --- |
| **Name** | [Insert full name] |
| **Position** | [Insert position title] |
| **Telephone** | [Insert work telephone number] |
| **Email** | [Insert work email address] |