**SAMPLE IQAP SURVEY RECRUITMENT LETTER OF INFORMATION (LOI) – NEW PROGRAM**

**Greetings!**

**The University of Windsor is developing a proposal for a new Degree program in** *……..[insert proposed program name] conducted by .........................*

 *[insert name of investigator(s)],* from the Department of…………… **[***insert department/AAU name].*

1. **SURVEY PURPOSE**:

**To help us develop a program that meets the demands of the next generation of talented graduates, we want to survey your opinion and understand your interest.**

*[Describe purpose – you may use the information entered in section 3 “Survey purpose and description” from the REB Blanket Application for QA surveys”]*

1. **SUREVEY PROCEDURES:**
* **As a participant in this survey, you would be asked to:** *[Indicate in general terms what all of the expectations are e.g. respond to an anonymous online survey / questionnaire; interview or focus group, etc.]*
* **The survey will take less than … minutes to complete.** *[or indicate otherwise e.g. “your participation in the focus group would involve ….. sessions, each of which is approximately …. minutes”].*
* **Participation is voluntary and you can opt out at any time** *[or otherwise indicate any conditions and participant’s withdrawal rights]*
1. **CONFIDENTIALITY AND ANONYMITY**

**The survey is completely anonymous, meaning that your identity cannot be connected in any way to your survey answers. Any information that is obtained in connection with this survey and that can be identified with you will remain confidential and will be disclosed only with your permission.**

1. **POTENTIAL RISKS AND DISCOMFORTS**

*[if applicable, describe any reasonably foreseeable risks, discomforts, inconveniences (including for example, physical, psychological, emotional, financial and social), and how these will be managed.]*

1. **SUBSEQUENT USE OF DATA**

Any subsequent uses of this information will first be cleared by the University of Windsor Research ethics board. **To access the survey please go to http://www.....................**

**If you have any questions or concerns about the survey, please feel to contact:** *(insert number of contact person and name of department)* at 519-253-3000 Ext. xxxx or  Email: *(insert email address).*

**Thank you for your time!**

**This survey has received ethics clearance from the IQAP Ethics Board (IEB), as delegated by the University of Windsor Research Ethics Board. Please direct questions to the IEB at** **iqap@uwindsor.ca****, tel.: 519-2533000 ext. 2114/2104. If you have questions regarding your rights as a research participant, contact: Research Ethics Coordinator, University of Windsor, Windsor, Ontario, N9B 3P4; Telephone: 519-253-3000, ext. 3948; email: ethics@uwindsor.ca**

**SAMPLE IQAP SURVEY RECRUITMENT LETTER OF INFORMATION (LOI) – CYCLICAL REVIEW**

**Greetings!**

**Every eight years, each Department****at the University of Windsor is conducting a review of the quality of its graduate and undergraduate programs.**

**The Department of …………………***[insert department/AAU name]* **is undergoing such review in this upcoming year and we ask current students and recent graduates to share their experiences both inside and outside of the classroom.**

**The survey will be conducted by***......................... [insert name of investigator(s)],* from the Department of…………… *[insert department/AAU name].*

1. **SURVEY PURPOSE**:

**The input you provide will help us improve our programs, services, and policies to best serve you and your fellow students.**

*[Describe purpose – you may use the information entered in section 3 “Survey purpose and description” from the REB Blanket Application for QA surveys”]*

1. **SUREVEY PROCEDURES:**
* **As a participant in this survey, you would be asked to:** *[Indicate in general terms what all of the expectations are e.g. respond to an anonymous online survey / questionnaire; interview or focus group, etc.]*
* **The survey will take less than … minutes to complete.** *[or indicate otherwise e.g. “your participation in the focus group would involve ….. sessions, each of which is approximately …. minutes”].*
* **Participation is voluntary and you can opt out at any time** *[or otherwise indicate any conditions and participant’s withdrawal rights]*
1. **CONFIDENTIALITY AND ANONYMITY**

**The survey is completely anonymous, meaning that your identity cannot be connected in any way to your survey answers. Any information that is obtained in connection with this survey and that can be identified with you will remain confidential and will be disclosed only with your permission.**

1. **POTENTIAL RISKS AND DISCOMFORTS**

*[if applicable, describe any reasonably foreseeable risks, discomforts, inconveniences (including for example, physical, psychological, emotional, financial and social), and how these will be managed.]*

1. **SUBSEQUENT USE OF DATA**

Any subsequent uses of this information will first be cleared by the University of Windsor Research ethics board.

**To access the survey please go to http://www.....................**

**If you have any questions or concerns about the survey, please feel to contact:** *(insert number of contact person and name of department)* at 519-253-3000 Ext. xxxx or  Email: *(insert email address).*

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