Table 3: Content of Survey Cover Letter

___ Purpose of the research
___ Benefits of the research
___ Procedures
    ___ what participants are asked to do
    ___ instrument(s) to measure are identified
    ___ participation in survey is limited to instrument completion
___ Participant characteristics
    ___ approximate number
    ___ age
    ___ gender
    ___ role status
___ Risks to participants
    ___ statement of no known or anticipated risk to participants
    ___ extent of confidentiality and methods to maintain it
    ___ location of storage of data (locked file cabinet)
    ___ time and method to destroy data (collection forms)
    ___ statement indicating that completion of the survey indicates agreement to participate
    ___ withdrawal statement (may withdraw from participation at any time without penalty)
    ___ voluntary participation statement
    ___ compensation (if any) or description of any costs to the participant
___ Mechanic of survey cover letter
    ___ contact phone numbers during research (researcher; student researcher; human subjects committee chair)
    ___ written at appropriate reading level for participants

Note: Rate each item on the checklist using the following scale. For any NO items, provide specific revision feedback in the comments section.

YES—yes, the item is included and clearly explained to protect human subjects
NO—no, the item is not included or is not clear to protect human subjects (comment)
N/A—the item is not applicable to this research or not needed
Comments—make comments on needed revisions