

**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
  - \_\_\_ group, aggregate data reporting (no identifiable information)
- \_\_\_ Mechanics of survey cover letter
  - \_\_\_ contact phone numbers during research (researcher; student researcher; human subjects committee chair)
  - \_\_\_ written at appropriate reading level for participants

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*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