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|  |    | Grand Canyon UniversityCollege of Doctoral Studies3300 W. Camelback RoadPhoenix, AZ 85017Phone: 602-639-7804Email: irb@gcu.edu |

INFORMATION LETTER -INTERVIEWS

(Example Template)

(This letter is typically used for exempt studies involving interviews. This letter can be used for interviews when the research could not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, reputation or insurability.)

**(STUDY TITLE)**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am a professor/a graduate learner under the direction of Professor… in the Department/Division/ College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Grand Canyon University. I am conducting a research study to (state purpose of study).

I am inviting your participation, which will involve (…Include the expected duration of the subject's participation and give a complete and accurate description of what the participation will entail). You have the right not to answer any question, and to stop the interview at any time.

Your participation in this study is voluntary. If you choose not to participate or to withdraw from the study at any time, there will be no penalty, (for example, it will not affect your grade). If applicable include a statement about age such as “You must be 18 or older to participate in the study.”

(Describe any benefits to participation for the individual or others such as your responses to the interview will be used to…or although there is no benefit to you possible benefits of your participation are….)There are no foreseeable risks or discomforts to your participation.

(Please describe measures to protect confidentiality. "Confidentiality will be maintained" is not acceptable.). Your responses will be anonymous OR confidential. The results of this study may be used in reports, presentations, or publications but your name will not be known/used (whichever applies). (If applicable, results will only be shared in the aggregate form.)

If you are planning to audiotape the interview, that should be mentioned.

I would like to audiotape this interview. The interview will not be recorded without your permission. Please let me know if you do not want the interview to be taped; you also can change your mind after the interview starts, just let me know. (Include information about where the tapes will be kept, for how long and how they will be destroyed).

If you have any questions concerning the research study, please contact the research team at: (provide contact information for PI and Co-Investigator). If you have any questions about your rights as a subject/participant in this research, or if you feel you have been placed at risk, you can contact the Chair of the Human Subjects Institutional Review Board, through the College of Doctoral Studies at (602) 639-7804.