

**Letter of Information and Consent**

[See the Letter of Information Guidance Document to help complete this template as there are required pieces of information in each section]

**Project Title**

**Document Title**

**Principal Investigator + Contact**

**Additional Research Staff + Contact** (optional)

1. **Invitation to Participate**
2. **Why is this study being done?**
3. **How long will you be in this study?**
4. **What are the study procedures?**
5. **What are the risks and harms of participating in this study?**
6. **What are the benefits of participating in this study?**
7. **Can participants choose to leave the study?**
8. **How will participants’ information be kept confidential?**
9. **Are participants compensated to be in this study?**
10. **What are the rights of participants?**
11. **Whom do participants contact for questions?**
12. **Consent** (please select the Consent option appropriate for your study).
    * *If obtaining written consent, the consent form should be on a separate page at the end of the letter of information.*
    * *Please see the Consent Guidance Document for the different forms of consent.*

**This letter is yours to keep for future reference.**