

Appendix G

**MODEL FORM
COVER LETTER**

(Typically used in lieu of written consent, for questionnaires or 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, and where there is no video-taping or audio-taping.)

Date

Dear _____:

I am a professor [a student under the direction of Professor _____] in the Department of _____ at Santa Clara University. I am conducting a research study to _____.

I am requesting your participation, which will involve _____.

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. It will not affect your grade, course credit received, treatment/care--*whichever applies*. The results of the research study may be published, but your name will not be used. [If anonymous questionnaire is completed, include statement that "The questionnaire is anonymous. The results of the study may be published but your name will not be known."].

If you have any questions concerning the research study, please call me at () ____-____ (and for student projects) or Dr. _____ at () ____-_____.

Return of the questionnaire will be considered your consent to participate.

Sincerely,
