Address

Date

Dear Participant,

**Re: Invitation to Participate in a Research Study**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am a [*lecturer/student*] in the [*College or Faculty*] at the University of Technology, Jamaica. I am also the lead researcher for the study [*title of the study*]. This study is being done with [*list the names of all the researchers if it is a joint study*], who are also [*lecturers and/or students*] from the [*College/Faculty*].

This study’s aims is to [*state the study’s purpose or aim*].To achieve this aim, [*an online questionnaire and Zoom interview*] [*state the methods how questionnaire and/or interview will be conducted*] will be used to collect data from participants. The information collected will be used in the above-mentioned research study, which may be presented at a conference and/or published as a journal article.

You have been selected to participate in this study because you are member of staff or a student [*indicate why the person was selected*]. If you agree to participate in this study, you will be required to sign a consent form before completing an online questionnaire and/or be interviewed. The questionnaire would take no more than [*estimated time to complete questionnaire]*, and the interview may be between [*estimated time for interview*]. If you do not want to be involved in this study, please do not complete the questionnaire or participate in the interview.

If you agree to participate but later decide to withdraw, you have the right to do so without penalty. Also, only the researcher(s) and/or supervisor(s) will have access to the datasets, which will be stored in a University of Technology, Jamaica storage facility, according to the guidelines of the Data Protection Act of 2020. All individual responses will be confidential and anonymous. Therefore, you will not be identified in any of the data collected.

Please note that the researcher(s) has\have already received research ethics clearance from the Research Ethics Committee at the University of Technology, Jamaica (*See the attached ethical clearance certificate)*. If you have questions regarding your rights as research participants, contact [*name of Faculty/College research ethics chair, the Faculty/College name*] chair at the University of Technology, Jamaica, by email at [*Faculty/College chair’s email*], and Mr. A. Lawrence, the Data Protection Officer (UTech, Jamaica), by email at [dpo@utech.edu.jm](mailto:dpo@utech.edu.jm). I would appreciate your response by [*state date*].

Thank you in advance.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*state the name of the Lead Researcher*]