**SAMPLE: Anonymous Survey – Email Information Sheet**

**Instructions:** Statements *in brackets and* *italics* are instructions or examples. Do not include them in the final version of the information sheet.

To:

From:

Subject:

Hello,

We are doing a research study about [*purpose*]. We would like you to participate in this study. [*If unclear, explain why subjects are being asked to participate and/or how they were selected.*]

If you choose to be in the study, you will complete an online survey. It will take about [*XX minutes or hours*] to complete.

You can skip questions that you do not want to answer or stop the survey at any time. The survey is anonymous, and no one will be able to link your answers back to you. Please do not include your name or other information that could be used to identify you in the survey responses.

Please contact [me *or list name and contact info of point person*] with questions about this study. If you have questions or concerns about your rights as a research participant, you can call the Kenyon College Institutional Review Board at 740.427.5748

Being in this study is optional. If you want to participate, click this link to start the survey:

[*insert link*]

Thank you,

[*List researcher’s name, affiliation, and contact info*]