**NDSU North Dakota State University**

 Department of ­­­­\_\_\_\_\_\_\_\_\_

 Campus Address

 NDSU Dept. XXXX

 PO Box 6050

 Fargo, ND 58108-6050

 701.231.XXXX

**Title of Research Study: Title as it appears on IRB Application**

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

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a [graduate student/faculty member] in [department or major] at North Dakota State University (NDSU), and I am conducting a research project to [describe the purpose of project in a few sentences]. It is our hope, that with this research, we will learn more about .

Because you are [describe why the individual has been selected],you are invited to participate in this research project. You will be one of approximately X people being interviewed for this study.

You may find it interesting and thought provoking to participate in the interview. If, however, you feel uncomfortable in any way during the interview session, you have the right to decline to answer any question(s), or to end the interview.

It should take about [length of time] to complete the interview. We will ask you about [indicate the nature of the questions asked]. The interview will be audio recorded. We will keep private all research records that identify you. When the interview is transcribed, you will be given a pseudonym, and other potentially identifying information will be left out of the transcripts. In any written documents (including publications) regarding the study, only the pseudonym will be used.

Audio files will be stored in a password protected file on a computer that is only accessible to the principal investigator and co-investigators. Electronic copies of the interview transcripts will be saved and protected in the same fashion. After the data has been analyzed, the audio recordings will be deleted.

If you have any questions about the study, please contact me at [phone number and email address], or contact my advisor at [give name, campus phone number and email address].

You have rights as a research participant. If you have questions about your rights or complaints about this research, you may talk to the researcher or contact the NDSU Human Research Protection Program at 701.231.8995, toll-free at 1-855-800-6717, by email at ndsu.irb@ndsu.edu, or by mail at: NDSU HRPP Office, NDSU Dept. 4000, P.O. Box 6050, Fargo, ND 58108-6050.

Thank you for your taking part in this research. If you wish to receive a copy of the results, please [insert instructions for requesting results here].