

**Oakton Community College
Institutional Review Board
Sample Letter of Consent**

Date:

Dear _____

I am a faculty member at Oakton Community College [a graduate student at ___ University] in the _____ department. I am conducting a research study to *(give brief description and purpose of study)*. I am requesting your participation, which will involve _____ *(include expected duration of the subject's participation)*.

Your participation in this study is voluntary. By participating, you will help us to gain a greater understanding of this topic.

Select one of the following two statements, whichever is most accurate.....

All responses will be kept **anonymous**. We are not requesting any identifying information, and the results of this study will only be presented as a summary of all results.

All responses will be kept **confidential**. The results of this study will only be presented as a summary of all results and you will *never* be directly identified in any way.

If you have any questions concerning this study, please call me at () _____ or email me at _____.

Sincerely,

Name
Title
Institution

I give consent to participate in the above study. *(Release statement for videotaping or photographing must be inserted here if applicable.)*

Name (print)

Date

Signature