**Example 1**

**TITLE:** [**Insert Approved Title**]

**IRB NO**.:

**Primary Investigator**: [**Insert PI Name and Affiliation**]

Dear Colleagues,

You have been invited to participate in a research study about teams. The research is being conducted by **xxx** [**insert purpose/aims**]. This email provides information about the study's purpose and provides important information about your potential participation in this study, including your rights as a participant. Please read the following information very carefully. You are one of approximately **xx** individuals who will be invited to participate in this study.

This research explores relational coordination—communication and relationship dynamics among team members as they engage in [**insert focal work process and/or client population**]. This research involves completion of the Relational Coordination Survey. Your answers will contribute to a better understanding of [**insert explanation of the value of the study and anticipate learning**]. It may identify potential areas where further research should be conducted to explore.... You are invited to contact [**Insert PI or Key Contact info**] should you have questions or concerns about the project. [**Insert PI or Key Contact info**] at [**insert email** **address**] or by phone at xxx-xxx-xxx.

* The survey will take approximately **xx** minutes of your time.
* The demographic information will be used to describe the sample overall. The information collected will ***NOT be used to*** identify anyone personally!
* [**Insert information about incentives if they are included**]

**Description of Your Involvement in this study**

If you decide to participate in this web-based research study, you will first be asked to electronically acknowledge that you have read this information, have had all your questions answered, and understand your involvement in the study. In this study, you will be asked to complete a web-based survey. You will be provided a web-based link that will connect you to the survey. By clicking on the link and answering the questions you are consenting to participate in the study.

You will answer 7 questions that look at attitudes and behaviors that are associated with high performance organizations. You have been identified as a [**Insert participant workgroup/functional role**]. Answer each question based on your experience as part of the [**insert team/unit/dept/organization**]. You will be asked to rate other [**Insert workgroups/individuals/unit/depts**] involved in [**focal work process/client population**] on the 7 attitudes and behaviors based on your experience of working with them.

Move quickly through each list; go with your first impressions and do not think about your answers too much. Please be candid, and know that your answers will be held in the strictest confidence. The data will only be shared with members of your organization in the aggregate; no individual information will be shared. The information that you and your colleagues provide may help inform future team enhancement and performance improvement initiatives.

**Risks/Benefits/Confidentiality of Data**

There are no risks or discomforts beyond what you would normally experience in a regular work day related to answering the survey questions. There will be no costs for participating. [**Insert explanation of how findings will be shared**]. The information provided could assist in identifying areas of possible growth for [**Insert area of research/inquiry/learning**].

**Confidentiality**

Please note that the survey(s) is being conducted with the help of Relational Coordination Analytics and LearningBridge, companies not affiliated with [**Insert Organization**] and with their own privacy and security policies. LearningBridge is the third party vendor that powers the web-based survey for RCA. The privacy and security procedures are available for RCA at [info@rcanalytic.com](mailto:info@rcanalytic.com) and for LearningBridge at [contact@learningbridge.com](mailto:contact@learningbridge.com). We anticipate that your participation in this survey presents no greater risk than everyday use of the Internet.

Your name and e-mail address was given to RCA for the purpose of sending the initial welcome letter and consent form and follow-up reminders about the study as needed. A limited number of RCA project team members will have access to your identifiable information during data collection. Your organization will not have access to any identifying information or any way to link it with the data you provide. The third party company, RCA, will retain and may analyze survey data in the future alongside de-identified data from other sources. They may use such data, in aggregate, for comparisons of relational coordination performance by similar workgroups to market their services. They will not will not distribute your e-mail address or any individual user information beyond RCA and LearningBridge; they will not send you or your colleagues advertisements. If you request to have your information destroyed, [**Insert Key Contact**] will inform RCA and it we will be done within 2 days. [**Insert information about how incentives, if included will be distributed as it relates to use of the contact information for individuals**].

A study identification link will be provided to you in order to access the survey. Each participant will be assigned an identification number and only the identification number will be in the data set. Because the surveys are being collected and stored by a third party company, the Research Team will not be able to link the data to any identifying information, and thus neither the PI nor study staff will know how an individual responded to the survey. Information from this study will be used for research purposes by the research team and may be published; however, your unique identifying information will not be used in any publication or presentation and all data will be presented in the aggregate. Additionally, all data will be securely stored on a password protected file on the investigators' computers. Only authorized study personnel will have access to this information.

**Participation or Withdrawal**

Your participation in this project is voluntary. You may decline to answer any question and you have the right to withdraw from participation at any time. Withdrawal will not affect your relationship with [**insert organization**] in any way. If you do not want to participate, either simply stop answering the survey questions or close the browser window. If you decide to withdraw after you have completed the survey contact [**Insert PI or Key Contact information**] and your data will be removed from the data set. You may also request that your data not be retained by Relational Coordination Analytics and still participate in this research project.

If you agree to participate, please click on the following personal, unique survey link

[Insert Unique Link]

Do not forward your personal, unique link to other participants.

We ask that you complete the survey by **[Insert Completion Date]**.

**Contacts**

If you have any questions as to the background/purpose of the survey or encounter any technical problems, please contact [**Insert Key Contact**]. This research has been reviewed by The [**Insert Institution Name**] Institutional Review Board and the project number is [**Insert Project Number**].

**Questions about your rights as a research participant**

If you have questions about your rights or are dissatisfied at any time with any part of this research survey, you can contact, anonymously if you wish, [**Insert IRB Contact Information**]:

Thank you for your time and participation. Please print a copy of this document for your records.