**Research Study Title:** (Insert Study Title)

***\*\*All information in blue italic is for guidance only. Please delete when the form is completed.***

Dear/Hello (insert name/s if known),

Australian Catholic University (ACU) researchers are looking for volunteers for a research study about *(provide brief details in simple language about the aim of the research)*

To be eligible to participate in this study, you will need to meet the following criteria:

You are able to take part if: *(outline the inclusion criteria e.g. 18+)*

You will not be able to take part if:*(outline the exclusion criteria e.g. High blood pressure)*

If you agree to participate, you will be asked to complete the following: (*choose from the options below or add to, and delete what is not relevant to your study)*

* **A Survey** that will be conducted (*online, by telephone or paper-based*) and will be (*insert if anonymous or identifiable*) that will take approximately (*insert time commitment*) to complete.
* **A Focus Group** that will be conducted (*insert if online or face-to-face*) and will take approximately (*insert time commitment*) to complete.
* **An Interview** (*insert if Face to Face, Online or Telephone*) that will take approximately *(insert time commitment)* to complete.
* **Clinic/lab visit, or study visit** at the (*insert clinic/lab or study visit location*) and we expect that it will take approximately (*insert time commitment*) to complete.

For further information and a full description about the study, please see the *(insert - attached or below link or click on the QR code*) Participant Information Letter and Consent form.

***Please note if you are planning on offering financial incentives such as reimbursements, gift vouchers, a draw to win a prize etc, in the recruitment/advertising material, you can state that participants will be given a gift voucher/be reimbursed for time/or go in a draw etc, but you are not allowed to say the value of this incentive/reimbursement. This can, however, be specified in the Participant Information Letter.*** *See sample example statements below:*

*As a thank you for your participation and time, you will be provided with a gift voucher. Or,*

*As a thank you for your participation and time, you will have the opportunity to win one of 5 gift vouchers.*

This study has been approved by the ACU Human Research Ethics Committee, and the ethics number is: *(insert ethics id number)*

Please contact (*insert contact name)* who is the (*insert if the CI or Student researcher)* via (*insert email or phone number*) if you have any questions about the research.

*(Optional for screening purposes or EOI) - delete if not applicable)*

To register your interest in taking part in the research study, please contact *(insert contact name)* who is the (*insert if the CI or Student researcher)* via (*insert email or phone number)*