# Sample Information Letters



EHSREC No:

**VOLUNTEER INFORMATION SHEET**

**Young People’s Involvement in and Views on Sport and Physical Activity**

Dear Student/Volunteer,

As part of my Final Year Project in the University of Limerick, I am carrying out a study on young people’s involvement in team sports. This information sheet will tell you what the study is about.

**What is the study about?**

The study aims to find out what young people’s involvement in team sports.

**What will I have to do?**

Your involvement in the study will be during your timetabled school day- e.g. lunch time. You will be invited to take part in two forty minute focus group sessions with some of your class mates. The focus groups will involve 5-6 students in a group setting being asked questions about how they take part in sport and physical activity. The focus group will audio-recorded. Students can have their lunch during the focus group session.

**What are the benefits?**

The findings of the study might help P.E. teachers and others to provide more positive and meaningful P.E. and physical activity experiences for young people so that they might become active like you.

**What are the risks?**

You might decide that you don’t want to answer a question. If this happens, you do not have to answer any question you do not wish to.

**What if I do not want to take part?**

Participation in this study is voluntary and you can choose not to take part or to stop your involvement in this study at any time.

**What happens to the information?**

The information that is collected will be kept private and stored securely and safely on the researchers’ computer. The computers are protected with a password. Your name will not appear on any information. You will be assigned a fictitious name when the information is being written in a report by the researcher. The information that is gathered in the study will be kept for seven years. After this time, it will be destroyed.

**Who else is taking part?**

Young people aged 14-17 years from your school and other schools around Ireland will be invited to take part in the study. In your school, I hope that there will be two focus groups from each class year from 2nd to 5th year. If more than 6 students from each class volunteer to take part in the study, I will randomly select 6 students from those who are interested, by drawing random names out of a hat.

**What if something goes wrong?**  
In the unlikely event that something goes wrong during the focus group session, the interview session will immediately stop until the researcher and student(s) are ready to restart the session or the session would be stopped completely.

**What happens at the end of the study?**  
At the end of the study the information will be used to present results. The information will be completely anonymous. No student’s name appears in any of the results. All data gathered from the research will be stored securely and safely by the researcher (insert name) in their office for7 years. Information that is stored on computer will be stored by (*Name)* on a computer that is password-protected.

**What if I have more questions or do not understand something?**

If you have any questions about the study you may contact either of the researchers. It is important that you feel that all your questions have been answered.

**What happens if I change my mind during the study?**

At any stage should you feel that you want to stop taking part in the study, you are free to stop and take no further part. There are no consequences for changing your mind about being in the study.

**Contact name and number of Project Investigators.**

Principal Investigator

Faculty Member, PESS Dept. University of Limerick, Tel (061) number

Email: [staff.name@ul.ie](mailto:staff.name@ul.ie)

**Other investigator**

Student Name

Undergraduate Student

PESS Department

Contact Number

[studentidnumber@studentmail.ul.ie](mailto:studentidnumber@studentmail.ul.ie)

Thank you for taking the time to read this. I would be grateful if you would consider participating in this study.

Yours sincerely,

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Faculty Member Student Name

***This research study has received Ethics approval from the Education and Health***

***Sciences Research Ethics Committee (quote approval number).***

***If you have any concerns about this study and wish to contact someone independent you may contact:***

***Chairman Education and Health Sciences Research Ethics Committee***

***EHS Faculty Office***

***University of Limerick***

***Tel (061) 234101***



EHSREC No:

**Subject Information Sheet**

**Movement Analysis of the Differences in the Golf Swing Between Novice and Expert Golfers   
Using Video Methods**

**What is the project about?**

This research aims to investigate the differences between novice and expert golfers when performing a golf swing. We will then use this investigation to determine the essential teaching and coaching points of the golf swing.

**What will I have to do?**

You will be asked to come to the Physical Education and Sport Sciences building in the University of Limerick at a suitable time on one occasion for a maximum of thirty minutes. On the day, you will be asked to sign a consent form and then do a 5 minute warm-up. You will be asked to perform five practice golf swings. You will then be recorded by video performing five golf swings at your own pace.

**What are the benefits?**

Video analysis and biomechanical assessment has become an essential part in coaching across a wide variety of sports. It is extremely useful for identifying technical errors and providing information to individuals in order for them to improve at their chosen sport. After your recording has been analysed you will be provided with a detailed biomechanical checklist of the movement patterns you performed, if you would like it.

What are the risks?

Muscle soreness and fatigue may occur as a result of taking part in this study. However, these risks are no greater than what you would expect from your normal exercise or training session. Some people get embarrassed when they are being video recorded.

**What if I do not want to take part?**

You can stop taking part in the research study at any time. Should you feel at any stage that you want to stop taking part in the study, then this is dealt with in a sensitive and confidential manner.

What happens to the information?

The information gathered from the study will be handled in complete confidence. Results of the participants as well as their confidentiality are the first priority of the researchers carrying out the study. The study will be video recorded with all recordings stored safely, securely and confidentially. Only researchers in the study will have access to the video recordings. When the study is finished, information will be kept on the (researcher’s name) computer that is password-protected.

**Who else is taking part?**

There will be eight novice and eight expert golfers taking part in the study. These golfers will be recruited from students and staff at the University of Limerick.

What if something goes wrong?

In the unlikely event that something goes wrong, the testing procedure will immediately stop and the PESS department emergency procedures will be followed.

What happens at the end of the study?

At the end of the study the information will be used to present results but the information will be completely anonymous. All video, subject detail/information and data will be held by the principal investigator (insert name) for up to 7 years on a password-protected computer at UL.

**What if I have more questions or do not understand something**.

If you do not understand any aspect of the research please contact either of the researchers and discuss any questions that you might have. It is important that you feel completely at ease during the research.

**What if I change my mind during the study?**

Should you feel at any stage that you want to stop being a participant in the research, you are free to stop and take no further part.

Thank you for taking the time to read this information sheet.

**Project Investigator Contact Details:**

Principal Investigator

Staff Member, PESS Dept. University of Limerick, Tel (061) number

Email: staff.name@ul.ie

**Other investigators**

Student Name, Undergraduate Student

PESS Department

Contact Number

[student id number@studentmail.ul.ie](mailto:student%20id%20number@studentmail.ul.ie)

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EHSREC No:

**PARENT INFORMATION SHEET**

**Young People’s Involvement in and Views on Sport and Physical Activity**

Dear Parent/Guardian,

As part of my Final Year Project in the University of Limerick, I am carrying out a study on young people’s involvement in team sports. This information sheet will tell you what the study is about.

**What is the study about?**

The study aims to find out what young people’s involvement in team sports.

**What will your child have to do?**

Your child’s involvement in the study will be during your timetabled school day- e.g. lunch time. Your child will be invited to take part in two forty minute focus group sessions with some of your class mates. The focus groups will involve 5-6 students in a group setting being asked questions about how they take part in sport and physical activity. The focus group will audio-recorded. Students can have their lunch during the focus group session.

**What are the benefits?**

The findings of the study might help P.E. teachers and others to provide more positive and meaningful P.E. and physical activity experiences for young people so that they might become active like your child.

**What are the risks?**

Students might decide that you don’t want to answer a question in the focus group discussion. If this happens, and your child does not want to answer any question, they do not have to.

**What if my child does not want to take part?**

Participation in this study is voluntary and your child can choose not to take part or to stop his/her involvement in this study at any time. Students who do not take part in the study will carry on with their usual lunch time activities.

**What happens to the information?**

The information that is collected will be kept private and stored securely and safely on the researchers’ computer. The computers are protected with a password. Your child’s name will not appear on any information. Your child will be assigned a fictitious name when the information is being written in a report by the researcher. The information that is gathered in the study will be kept for seven years. After this time, it will be destroyed.

**Who else is taking part?**

Young people aged 14-17 years from your school and other schools around Ireland will be invited to take part in the study. In your child’s school, I hope that there will be two focus groups from each class year from 2nd to 5th year. If more than 6 students from each class volunteer to take part in the study, I will randomly select 6 students from those who are interested, by drawing random names out of a hat.

**What if something goes wrong?**  
In the unlikely event that something goes wrong during the focus group session, the interview session will immediately stop until the researcher and student(s) are ready to restart the session or the session would be stopped completely.

**What happens at the end of the study?**  
At the end of the study the information will be used to present results. The information will be completely anonymous. No student’s name appears in any of the results. All data gathered from the research will be stored securely and safely by the researcher (insert name) in their office for7 years. Information that is stored on computer will be stored by (*Name)* on a computer that is password-protected.

**What if I or my child has more questions?**

If you or child has any questions about the study you may contact either of the researchers. It is important that you and your child feel that all your questions have been answered.

**What happens if my child changes their mind during the study?**

At any stage should your child feel that they want to stop taking part in the study, they are free to stop and take no further part. There are no consequences for your child if they change their mind about being in the study.

**Contact name and number of Project Investigators.**

Principal Investigator

Faculty Member, PESS Dept. University of Limerick, Tel (061) number

Email: [staff.name@ul.ie](mailto:staff.name@ul.ie)

**Other investigator**

Student Name

Undergraduate Student

PESS Department

Contact Number

[studentidnumber@studentmail.ul.ie](mailto:studentidnumber@studentmail.ul.ie)

Thank you for taking the time to read this. I would be grateful if you would consider participating in this study.

Yours sincerely,

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EHSREC No:



**PRINCIPAL LETTER**

**Adolescents’ Participation in and views on Sport and Physical Activity**

Date TBC

Dear Principal,

I am an undergraduate physical education student who will be on teaching practice in your school in autumn 2010. As part of a Final Year Project (FYP) in the University of Limerick, I will be researching adolescents’ socialisation into individual and team sport. The project aims to develop a greater understanding of what influences adolescents’ participation in team and individual sports. I would be grateful if you would consider allowing me to seek consent from students in your school and their parents to allow them to participate in this study.

The pupils’ involvement in this project would be during their timetabled school day- e.g. lunch time. The participating pupils would be invited to take part in two forty minute focus group sessions with some of their peers. The pupils would be asked to answer some questions in these focus group sessions regarding their participation into team and individual sports and physical activity. I hope to recruit two focus groups from each class from 2nd year to 5th year. The findings of the study might also help physical education teachers and others to provide more positive and meaningful physical education and physical activity experiences for more adolescents.

While some of the questions asked may be sensitive, the participating pupils would not be required to answer any question they do not wish to. The information they do give would be kept confidential and stored on the researcher’s computer with a protection password. The information will be anonymised and kept for a period of seven years, after which it will be deleted and/or disposed of sensitively. The same project is also being carried out in three other schools in the country.

Participation in this study would be entirely voluntary and the pupils and/or their parents/carers may chose not to consent or to withdraw consent and discontinue participation in this study at any time. Students who do not want to take part will carry on with their normal lunch time activities. If you have any concerns or questions about the study, please contact me or my project supervisor (Faculty Member). Please find enclosed information sheets for participants and parents which explains the exact details of the study.

Thank you for your time and consideration.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name

**Principal Investigator Contact Details:**

Staff Member, PESS Dept. University of Limerick, Tel (061) number

Email: [staff.name@ul.ie](mailto:staff.name@ul.ie)

**Other investigator**

Student Name

Undergraduate Student

PESS Department

Contact Number

[studentidnumber@studentmail.ul.ie](mailto:studentidnumber@studentmail.ul.ie)

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**Sample Information Letter for a Programme Evaluation**

**Research Active Programme (RAP)**

**Information Letter**

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| **Here are details about RAP** | |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\72B3CE2Q\MP910220639[1].jpg | Lots of research is about people with intellectual disabilities. But many people want to learn how to do be the researchers to have more control over their own lives. |
| Description: UL PANTONE Land | RAP starts on [insert date when confirmed] at the University of Limerick. Each group meeting will last 3 hours and will have a coffee break. The meetings will help you learn to be a researcher or to do research with other people on a team. You will need to get to and from the meetings yourself or with help from your service provider. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T3FECNV9\MP900443427[1].jpg | Before you come to the first meeting I would like to talk to you to find out what you want to learn, what helps you learn, and what you already know about doing research. This is to make sure we set up the group to suit you. This one hour talk can happen at a place and time that you choose. If you agree, then our talk will be recorded. |
| **Here are details about the research study** | |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2OEHEBLE\MC900432526[1].png | You can be in RAP without being in the study. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2OEHEBLE\MP900444098[1].jpg | **Purpose of the study**: We want to make this a really good programme that will help people learn about how to do research that counts. We are doing a study to see how to make the group the best it can be. |
| http://www2.ul.ie/pp/graphics/Nancysml_26.JPG | This study will be led by Nancy Salmon. |
| 18 | **Who can be in the study:** If you would like to be part of this research, you must be over eighteen years of age. You must be willing to talk about what you liked and what was not good about RAP. |
| **What you will be asked to do:** Taking part in this project is completely up to you. The study has three parts: | |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\72B3CE2Q\MP900316360[1].jpg | 1. The one hour talk we have before the programme starts will be recorded if you agree and included in the study. The person who does the talk with you will meet up with you during RAP to be sure that they clearly understood your key points. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2OEHEBLE\MP900423066[1].jpg | 1. At the end of each week people in the study have a short talk with Emma to say what you liked or did not like about the group. These group talks will last about 15 minutes each. So over the 12 sessions this will take a total of 3 hours. Emma will write down what people liked and didn’t like each week. She is the only one who will know what you said. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\72B3CE2Q\MC900441322[1].pngC:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2OEHEBLE\MC900441321[1].png | 1. At the end of the 12 weeks we would like to hear what you liked and what you did not like about the group. This will take up to one hour and will be recorded if you agree. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T3FECNV9\MP900443191[1].jpg | **Keeping your story private**  All of the things you tell us will be kept private. Your name and details will not be in anything that is written about this study. You will be asked to pick a fake name that will be used instead of your real name in the study.A paper that has both your real name and your fake name will be kept in a locked drawer in Nancy’s office at the university. Your real name will not be used in anything that is told to others about this research. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S33MPJ4Y\MP900433153[1].jpg | The recording of your talk with [insert name of researcher] will be stored on Nancy’s computer. They will be in a hidden file in the computer. All files will be locked in an office at the University of Limerick for 7 years after the study ends. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2OEHEBLE\MP900185065[1].jpg | [Insert name of researcher] will keep everything you say private unless you talk about abuse by a partner, friend, family member or service provider. [Insert name of researcher] has to report this to the local Gardai. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T3FECNV9\MC900432560[1].png | **Your Rights**  You can say that you don’t want to answer any question that is asked. You can stop talking with [insert name of researcher] at any time. [Insert name of researcher] will not be upset and will stop right away. You can listen to the tape of your interview or read the typed copy. [Insert name of researcher] can give you a copy of the summary she writes about your meetings.You can ask [insert name of researcher] any questions you want to about the study or you can talk to Nancy. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\T3FECNV9\MP900444486[1].jpg | **Can anything bad happen if you are in the study?**  Sometimes things come up when people talk that can make you feel upset.You don’t have to talk about anything you don’t want to. You can tell [insert name of researcher] you want to stop at any time. If you stay upset after the interview, [insert name of researcher] can help you find someone to talk with to help sort out your feelings. |
| C:\Users\Nancy.Salmon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S33MPJ4Y\MC900433964[1].png | **Will you get anything good out of being in the study?**  There is no pay for being in this study. The study may not help you, but it could give us ideas that will make RAP for other students |
| http://www2.ul.ie/pp/graphics/Nancysml_26.JPG | To Contact Nancy:  Department of Clinical Therapies  University of Limerick  Limerick, Ireland  Phone: (061) 234275  Email: nancy.salmon@ul.ie |

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