Sample Communication Research Cover Letter

Attention Participant:

This study is being conducted by (student name) as part of a class project for COM 3073 at the University of Texas at San Antonio. This study is being supervised by the instructor for the class, Dr. H. Paul LeBlanc III, Assistant Professor in the Department of Communication. The purpose of this study is to _________.

With this letter, please find a UTSA approved consent form and questionnaire. The questionnaire contains a randomly assigned ID number in a box in the upper right hand corner. This ID number is used to check consistency of responses between the questionnaire and the data inputted into a computer for analysis, but will not be used to identify individuals by name. Your identity will be completely anonymous. Your participation involves completing the enclosed questionnaire and returning the responses in the enclosed envelope. Completing a questionnaire should take between fifteen and twenty minutes.

The questionnaires will be collected and analyzed by the researcher. The researcher will protect participants’ anonymity and will not maintain a list of personal names associated with questionnaire responses. The researcher will take all reasonable steps to protect participants’ identities within legal and ethical limits. The risk to participants is minimal.

If you agree to the terms of the study, please complete the survey questionnaire designed for your use and return it and the signed consent form to ________. Your participation in the study is completely voluntary, and you may resign from the study at any time without penalty. You may keep this cover letter for contact information listed below.

Questions regarding this study can be addressed to Dr. H. Paul LeBlanc III at:

The Department of Communication
The University of Texas at San Antonio
6900 North Loop 1604 West
San Antonio  TX  78249-0643
(210) 458-7724

This study has been reviewed by the University Standing Committee on Human Research through the Office of Research Development at UTSA. It has been found to be consistent with The Rights of Human Subjects included in federal, state, and institutional regulations. If you believe you have been injured or harmed as a consequence of your participation, or if you have any questions concerning your rights as a participant in this research, please contact Mr. Noe Saldaña, Office of Research Development by calling 210-458-4340.

Thank you for your help in this research.

Sincerely,

Your name typed with your signature above