IRB Protocol number (2X-XXX)

Hello! My name is (name of investigator), and I am a researcher in the (state department name) at Teachers College, Columbia University.

I would like to invite you to participate in my research study on (topic of study). The purpose of this study is (purpose of study). You may participate if you are (inclusion criteria).

Your participation in this study will include (brief description of procedures; time commitment and compensation, if any.).

(Briefly discuss any risks, compensation or benefits, costs, privacy issues, or other information that would likely influence the participant’s interest in the study).

Participation is voluntary. (Statement of assurance that participation will not impact participants’ standing/relationship with Teachers College, Columbia University and the research site, etc.)

If you would like to participate in this research study, (give instructions).

Do you have any questions now?

If you have questions later, please contact me at (contact information for PI) or you may contact (additional contact information, as needed).

Thank you for your time and consideration.