***SAMPLE SURVEY INVITATION EMAIL***

Dear <First Name>:

I am writing to request your participation in a *<Name of Survey>* of <description of group to be surveyed, e.g., first-year undergraduate students, faculty and staff of the University of Regina>.

<Description of purpose of survey, who is conducting the survey, how the information will be used>.

<If your survey is fully anonymous, the following wording should be used> Your participation in this survey is completely voluntary and all of your responses are anonymous. None of the responses will be connected to identifying information.

<If your survey is confidential, but not anonymous, the following wording should be used> Your participation in this survey is completely voluntary and you may opt out of any question in the survey. All of your responses will be kept confidential. They will only be used for statistical purposes and will be reported only in aggregated form.

The survey will take <estimated # or range, e.g., 10-15 minutes> minutes to complete.

**To participate, please click on the following link:**

**[survey link]**

<OPTIONAL : Describe the incentive you are offering, e.g. If you complete the questionnaire**, you will automatically be entered into a draw to win one of two $300 cash prizes.>**

If you have any questions about this survey, or difficulty in accessing the site or completing the survey, please contact <Name and contact information (email is best)>.

Thank you in advance for providing this important feedback.

<REQUIRED: Indication of SMC approval and out-of-country storage of data for survey software where data is stored outside of the country>Note: This survey has been approved in accordance with the University of Regina “Surveys” policy. More information on the policy can be found at <http://www.uregina.ca/policy/browse-policy/policy-GOV-070-025.html>. *The survey is being conducted using Qualtrics, a cloud based software that stores data on secure servers in Ireland.*

Sincerely,