**Appendix C: Information Letter**

[LETTERHEAD OR UNIVERSITY LOGO]

**INFORMATION LETTER**

**Title:**

You are invited to participate in a research study conducted by Dr. [Principal Investigator], [student] and Dr. [faculty co-investigator from the Department of [Department] and University of Guelph, Canada.

**If you are 16 years or older and have [inclusion criteria], please consider taking part in this research study.**

**Purpose of the Study**

[topic] refers to the [explanation of topic]. Recently there has been a lot of content featuring [topic] on the Internet. We hope that the findings from this study help us better understand how people respond to comments posted on a YouTube video about [topic].

**Procedures**

If you choose to participate in this study, you will be randomly assigned to one of two groups to read different comments posted to a YouTube video about [topic]; this means that every person who takes part in this study has an equal chance of being assigned to either group. You will be asked to read these comments and answer a series of questions. These include:

1.  Demographic questions (e.g. gender, age).

2.  Your experience with [topic] (e.g. [examples of questions]).

3. Your current mood.

4. Read comments posted to a YouTube video about [topic] and answer questions.

The study should take no longer than 45 minutes to complete. But please feel free to take as much time as you need. Please note that the study should be completed in one sitting. This means, you would not be able to start the study at one time and come back to finish the questions at a later time.

**Participation & Confidentiality**

Your participation in this study is completely voluntary. You may also choose to skip any questions. You may withdraw at any time for any reason without any penalty. If you would like to withdraw from the study at any time, you can do so by closing your browser. Please note, however, that once you complete the survey and submit your responses, you will not be able to withdraw your data from the study, as we are not able to identify which answers are yours.

***Every effort will be made to make sure that all data collected is held securely. We will never share your personal information (email) with anyone else.***

Please note that confidentiality cannot be guaranteed while data are in transit over the Internet. However, all collected data will be stored on a secure server dedicated to these types of surveys. In order to enhance the privacy of your responses, we recommend that you use a private computer in a private setting. If you are going to use a public computer, please be sure to clear the browsing history and close your browser after use. You will not be able to see your past results once a single questionnaire is completed: therefore, your answers will not be visible to others, even if someone else uses the computer after you.

**Potential Risks**

Some people may find some of the questions about [topic] uncomfortable or upsetting to answer. You may choose to skip any questions you would prefer not to answer, or stop participating in the study at any time. If you experience any discomfort during the study, you are encouraged to contact your family doctor, a mental health professional in your area, or the researchers (contact information is provided below). We have also provided links to useful resources that you can use when you feel upset by any of the questions asked.

**If, at any point during the study, you feel upset, you are encouraged to contact a local crisis line, call emergency services, or go to your local Emergency Department.**

**To find a helpful in your area please visit:**

[Resources]

**Potential Benefits**

Although there is no direct benefit to you by participating in this study, research has shown that taking part in [topic] research may help some people better understand some of their own experiences. You may find helpful the resources provided about [topic]. Findings from this study can help us to better understand the experiences of people, which may further the development of resources for those struggling with [topic]. If you are interested in receiving a summary of the findings, please contact the study researchers. We are happy to share the findings with you.

**Compensation for Participation**

You are eligible for a draw for 1 of 4 $25 CAD Amazon Gift Certificate. You will need to provide an email address to join the draw. The email address you use will be collected separately from the rest of the study data and will not be linked to your responses to any questions in this study. Four (4) winners will be notified and sent an Amazon Gift Certificate by email. All email addresses collected for this study will be deleted after the draw prizes have been awarded.

**Ethics & Contact Information**

This project has been reviewed by the Research Ethics Board for compliance with federal guidelines for research involving human participants. If you have any questions regarding your rights and welfare as a research participant in this study (REB #), please contact: Director, Research Ethics; University of Guelph; reb@uoguelph.ca; 519-824-4120 ext. 56606. You do not waive any legal rights by agreeing to take part in this study.

If you have any questions after the completion of the study, you may contact by Dr. [name] or Dr.[name].

Please save and print a copy of this information letter to keep for your records.

Thank you for your participation.

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