### **Correspondence Guidelines**

### Correspondence related to the approved project

If the project includes distribution of a survey or questionnaire to members of the University community, researchers are asked to include a statement advising that the project has been reviewed by the Faculty Ethics Committee.

All correspondence should be on University headed paper, and should clearly state the title of the project and the name of the participating University School/Department. Replies should be directed to an address (postal or email) within the University. Exceptionally, where a project is being conducted at another institution, the logos of the external institution should be added as well. In either case, requests for replies to be sent to private addresses or numbers are not advised and will need to be justified if proposed.

Examples of such correspondence are:

- requests for collaboration with professional bodies or individuals

- requests for assistance in locating suitable participants

- requests for assistance in the completion of questionnaires

- letters to participants' GPs

- general correspondence with participants

Proposers are advised to submit specimen letters/emails to the Committee.