

(insert project title)



Dear Sir/Madam,

Why have you been chosen for this survey?

We invite you to take part in a survey being conducted by the *(insert department name)* on *(insert project title)*. The survey aims to document *(insert short description of research aims)*.

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Only the researchers involved in the project will have access to the information in this survey. All information will be stored in compliance with University of Melbourne guidelines. Confidentiality of information provided is subject to legal restrictions. We need to retain your name on this survey so we can match this across to other data we have on the invention. Data will be kept to provide on-going information on (.....). The researchers in this project comprise *(insert responsible researcher's name)*. This survey has been funded by the University of Melbourne and the *(insert funding agency)*.

What do you do?

There are two parts to the survey: the first collects a few details on you and the second collects information on a (.....). Most questions simply require you to choose an answer from a list of options and then circle the number that corresponds to your choice. We appreciate that some responses may not be easily recalled and, in such cases, we ask that you provide us with your best guess.

REMEMBER THERE IS NO RIGHT OR WRONG ANSWER

You could expect this survey to take about five minutes. On completion, please return in the enclosed postage paid envelope.

We thank you for your assistance.

Any questions?

For more information, telephone *(insert research contact)* at the *(insert department name)* on *(insert phone number)*. Alternatively, you may email at *(insert email address)*

This project has received clearance from the Human Research Ethics Committee. HREC no. *(insert project number)*. If you have any concerns about the conduct of this project, please contact the Executive Officer, Human Research Ethics, The University of Melbourne, ph: (03) 8344 2073, fax: (03) 9347 6739.

Thank you for your assistance,

(insert responsible researcher's name)

Dear Sir/Madam,

My name is *(insert student researcher name)* from the *(insert department name)* at the University of Melbourne. I am currently undertaking a nationwide research project as part of my doctoral studies under the supervision of *(insert supervisor's name)*. The aim of this research project is to *(insert short project description)*.

I would like to invite you to participate in this research project. This would involve you completing a short online questionnaire, *(insert description of activity to be undertaken)*.

It is expected that the questionnaire will take about 15 minutes to complete. If you consent to participate, your responses will be kept confidential. The information provided will be used solely for the purpose of this research project and only aggregated results will be reported in reputable academic publications. No persons other than my supervisors and I will have access to the information you provide. Your participation is voluntary and you are free to withdraw consent at any time and to withdraw any unprocessed data you have previously supplied. Upon completion of the research, all questionnaires will be securely stored.

If you have any questions regarding this project, feel free to contact me on *(insert student researcher's phone number)* or *(insert student researcher's email address)*. This project has received clearance by the Human Research Ethics Committee *(insert HREC project number)*. Should you have any concerns regarding the conduct of this research project, you are welcome to contact the Executive Officer of Human Research Ethics at the University of Melbourne on 8344 2073 or fax: 9347 6739.

We greatly value your co-operation. Thank you for your time and consideration.

(insert student name)
PhD Candidate



(insert date)

(insert contact person)
(insert company name)
(insert address)
(insert suburb, state and postcode)

Dear *(insert name)*,

Re: (insert project name)

The aim of the (.....) Survey is to measure (.....). The survey is being sent to (.....). The results of the survey will generate new research opportunities in (.....).

We believe the project will provide insight into (.....). Aggregated results from this research will also be sent to you in the form of a report highlighting the key findings.

Please note that the CONFIDENTIALITY of your responses is meticulously assured. Guaranteeing confidentiality and anonymity of the data is a condition of the Ethics Committee approvals gained at The University of Melbourne for the type of research we are conducting, subject to legal limitations. This project's research team is committed to these requirements. However, if you have any concerns about this research please contact the Executive Officer, Human Research Ethics Committee, The University of Melbourne, Ph. 8344 2073. Your contribution is greatly valued, but we emphasize that your participation in this project is voluntary and completion of the attached survey will be taken as your consent to participate. You may also withdraw your consent at any time and withdraw any unprocessed data previously supplied. The data is processed without any identifying details attached, and is therefore completely anonymous. The data will be kept securely in the *(insert department name)*.

We would be grateful if you would complete the questionnaire as soon as you are able and return it in the reply-paid envelope.

Again, thank you for supporting this project.

Yours sincerely,

(insert responsible researcher's name)



(insert project title)

Introduction

We are contacting you to invite you to participate in a research survey that has been funded by the *(insert funding agency)* and *(insert organisation name)* in which your subordinate is participating. The purpose of this research is to understand how (.....). Through participation in this study you will have the opportunity to voice your opinion (confidentially) regarding the (.....). By participating in this study you may help us and your organisation understand the (.....). In order for your subordinate's survey to be fully utilized in our study, we need you to participate. Your responses will only be reported in aggregate form and will only be used for research purposes. This project has been approved by the University of Melbourne Human Research Ethics Committee.

What will I be asked to do?

Should you agree to participate, we ask that you:

- Complete the attached Survey, using pen or pencil, within the next 10 days. It will take approximately 10-minutes. The questions ask about your management style and the leadership potential of the subordinate that gave you this survey.
- Please answer the questions in the correct order. We are interested in your own views on the questions. Please do not discuss them with your subordinate or any other employees. Feel free to provide your honest opinions; there are no “right or wrong” answers. You may refuse to answer any questions you don't want to answer simply by skipping them.
- Please be aware that your assessment of your subordinate's leadership potential will be used only for research purposes. Your ratings will not be shared with any one within your organisation.
- Completed surveys can be returned directly to the researchers using the reply-paid envelope.

If you choose to not participate in this study, you can simply discard the survey(s). Involvement in this study is completely voluntary and the information collected will remain confidential.

How will my confidentiality be protected?

We intend to protect your anonymity and the confidentiality of your responses to the fullest possible extent, within the limits of the law. All surveys are coded so that we can match your responses to your subordinate's responses. *We will store the survey results using the identification codes only and we will not be able to link these codes to any particular individual or to any specific work group. Please also be assured that no one from your company will ever be allowed access to your completed surveys.* Your anonymity will also be safeguarded in any publication of the results of this research and no company or individual names will be attributed to any results that are discussed or written up. Your information will

also be treated as strictly confidential. The survey data will be kept securely in the *(insert department name)* for five years from the date of publication, before being destroyed. Through these efforts, we will do the best we can to protect your anonymity.

How will I receive feedback?

A summary of the findings will also be available on the *(insert department name)* website at *(insert web address)*. In this report, no individual names or work groups will be identified. The data will only report average responses across the company.

Will participation prejudice me in any way?

Please be advised that your participation in this research is completely voluntary. Should you wish to withdraw at any stage, or to withdraw any unprocessed data you have supplied, you are free to do so without prejudice. Your decision on whether or not to participate will not affect your current or future relations with the University or your organisation.

Where can I get further information?

Should you require any further information, or have any concerns, please do not hesitate to contact *(insert responsible researcher)* *(insert phone number)* or *(insert research contact)* *(insert phone number)*. Should you have any concerns about the conduct of the project, you are welcome to contact the Executive Officer, Human Research Ethics, The University of Melbourne, on ph: 03 8344 2073 or fax: 03 9347 6739.

How do I agree to participate?

By completing and returning the attached survey, you are consenting to participate in this study.

Thank you for your time.

Best Regards,

(insert responsible researcher's name)

(insert project title)

Introduction

We are contacting you via the (***organisation***) who agreed to post this letter and questionnaire on our behalf. In line with privacy legislation we don't have access to your personal information. We are working with the (***organisation***) to examine changes to work in (.....). You have been contacted because you are a member of the (***organisation***) and previously participated in research on working in (.....). We would like to invite you to participate in our current research project. The aim of the study is to investigate the perceptions and experiences of (.....). This project has been approved by the University of Melbourne Human Research Ethics Committee. The research is jointly funded by the (***organisation***) and the (***insert funding agency***).

What will I be asked to do? Should you agree to participate you will be asked to complete a questionnaire that will take approximately 30 minutes, at a time that is convenient to you. This questionnaire asks you about your experiences in (.....), in particular your feelings and perceptions about (.....). Involvement in this study is completely voluntary and the information collected will remain confidential. We would like to be able to recontact you in the future via the (***organisation***) to conduct a follow-up study.

How will my confidentiality be protected? We intend to protect your anonymity and the confidentiality of your responses to the fullest possible extent, within the limits of the law. All information that you provide in the questionnaire will be treated as strictly confidential. Your anonymity will also be safeguarded in any publication of the results of this research and only group results will be discussed and written up. The data will be kept securely in the (***insert department name***) for five years from the date of publication, before being destroyed.

How will I receive feedback? Once the data has been collected and analysed, the results will be disseminated through the Union newsletter and a summary of the findings will be available on the (***organisation***) website.

Will participation prejudice me in any way? Please be advised that your participation in this research is completely voluntary. Should you wish to withdraw at any stage, or to withdraw any unprocessed data you have supplied, you are free to do so without prejudice.

Where can I get further information? Should you require any further information, or have any concerns, please do not hesitate to contact (***Responsible Researcher***). Should you have any concerns about the conduct of the project, you are welcome to contact the Executive Officer, Human Research Ethics, on ph: 8344 2073, or fax: 9347 6739.

How do I agree to participate? Completion of this questionnaire and returning it in the replied paid envelope provided will be taken as your consent to be part of this research. **By completing and returning the questionnaire you will go into the draw to win one of twenty \$50 Coles vouchers!**

Thank you for your time.

Best Regards,

(insert responsible researcher's name)



Research Project:

Principle Investigator: *(insert student name)*, Honours student from *(insert department name)*, Faculty of Business and Economics, The University of Melbourne, supervised by *(insert supervisor's name)*, *(insert department name)*, Faculty of Business and Economics, The University of Melbourne.

We are contacting you as someone who works with (.....). This research project looks at (.....). This project has been approved by the University of Melbourne Human Research Ethics Committee.

As a result of this research project we expect that we will be able to provide you and your organisation with better information about (.....)

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We invite you to participate in an interview about your experience in using (.....). The interview will take approximately 45 minutes to complete. The information that we collect may be used for research and teaching purposes and publication in academic and industry outlets (e.g. conferences, journals, magazines).

Participation in this research is purely voluntary and you may withdraw from the research at any time without giving reason, and with no consequences. All the responses you provide are anonymous. It is not expected that this survey will cause any discomfort or distress. Your responses are completely confidential and the raw data will only be seen by *(insert student name)* and her supervisor *(insert supervisor's name)*. *(insert student name)* is an Honours student at the University of Melbourne, Faculty of Business and Economics and *(insert supervisor's name)* is a research staff member at The University of Melbourne. Any research reports arising from the research will not identify any of the survey respondents.

After completion of the survey, a report will be produced and provided to you if requested. The data will be kept securely in the *(insert department name)* for five years from the date of publication, before being destroyed.

Should you have any questions or concerns regarding the conduct of this research, please contact *(insert student name)* or *(insert student supervisor's name)* on 03 8344 5335 (University of Melbourne). You may also wish to contact the Executive Officer, Human Research Ethics, The University of Melbourne, ph: 8344 2073; fax: 9347 6739.

Yours sincerely,

(insert student name)