Dear Principal,

My name is [insert applicant’s name here] and I am currently a [insert programme name here, if applicable] student in the School of Education, Trinity College Dublin. As part of this programme I am conducting research in the area of [describe your area of research here]. My research is under the supervision of [include supervisors’ name here] and is entitled [include title of project here].

This project wishes to investigate [give a brief overview of aims and objectives of project]. The data collection for the project includes a questionnaire and an audio-recorded interview. [Describe each of the instruments here]. It is anticipated that the questionnaire will normally take no longer than 20 minutes to complete and that the interviews will last between 30 minutes and one hour. It is hoped to complete the project during school hours, but outside of class time. Class time would therefore not be disrupted in any way.

I am aware that this is a very busy time of year for you and your school and I would greatly appreciate your assistance with this project. I can foresee no risks being associated with individual and school participation in this study beyond those experienced in everyday life. The information gathered will be treated with the appropriate privacy and anonymity. No information about your school or the participants, will be identified in the research. All information will be stored safely with access only available to the research team and examiners. Data will be destroyed after a period of 10 years. The anonymised results will be included in a thesis, and may be discussed at conferences or published in academic literature. As your school would be the site for data collection, a copy of the results can be made available to you if requested.

Please note that your school or the pupils involved are under no obligation to participate in this study. If at any time a participant wishes to withdraw from the study, they may do so at any time, without having to give a reason and without prejudice.

If you have further questions regarding this research please feel free to get in touch using the email addresses listed below. Finally I would like to thank you for taking the time to consider my research. Without your generous participation, conducting such research would be impossible.

Kind Regards,

____________________________

Email: Student email Supervisor email
Phone: Student number Supervisor number

Comment [A1]: Introduce the researcher, the supervisor (if applicable) and the project.
Comment [A2]: Describe the project and fieldwork instruments.
Comment [A3]: State how long participation will take, when it will take place and the nature of any disruption to class time, as applicable.
Comment [A4]: State the relevant risks for participants.
Comment [A5]: Describe provisions for confidentiality, anonymity, access to data, data storage and destruction.
Comment [A6]: Describe what results will be used for.
Comment [A7]: Outline participants’ right to refuse and to withdraw.
Comment [A8]: Provide contact details for the researcher and the supervisor, as relevant.
Principal’s consent

I have read and understood the information sheet included with this consent form and I am happy for [include researcher’s name here] to conduct research in [name school here].

Principal’s signature: ____________________________
Date: ____________________________

Researcher’s signature: ____________________________
Date: ____________________________