



3801 West Temple Avenue  
Pomona, CA 91768-4083  
909-869-####

College of Business Administration  
Graduate Business Division  
Dr. Business Professor (Advisor)  
[XXXX@csupomona.edu](mailto:XXXX@csupomona.edu)  
Protocol # 09-###

**This is an example of an informed consent form (or cover letter) for a CONFIDENTIAL survey from the College of Business Administration.**

Dear Employee,

I am a graduate student at Cal Poly conducting a research study. You are being invited to participate in this research study, which the Cal Poly Pomona Institutional Review Board (IRB) has reviewed and approved. This cover letter is designed to provide you – as a human subject – with information about this study.

**Comment [bwk1]:** Statement that this is a research study with the text of the IRB header

This survey is related to new employee orientation training. We want to hear your thoughts and feelings on this topic. This research will be used for the purpose of determining the impact of new hire orientation training programs in the work place. The entire survey should only take five (5) minutes of your time. Your participation is strictly voluntary. There are no penalties or negative consequences of your employment for declining to participate. You may discontinue your participation at any time without any negative consequences. However, as a token of my gratitude for your participation, I have attached a \$3 gift card redeemable at Starbucks. This is yours to keep whether or not you participate.

**Comment [bwk2]:** Purpose

**Comment [bwk3]:** Duration of participation

**Comment [bwk4]:** Indication of subject's choice to participate

**Comment [bwk5]:** Benefits: such compensation is not an IRB requirement, but helps with recruitment; needs to be appropriate to the effort.

Please read each question carefully and then indicate how you feel towards each statement by circling or filling-in your response. We ask that you please read all items very carefully. It is critical that you give your true feelings in your responses.

**Comment [bwk6]:** Procedures or methods for the subject to follow

All your responses are completely confidential. All of your identifying information will be kept in a locked cabinet, and the link between your identifying information and your data will be kept separate from one another. Your information will be destroyed two years after publication of this study, and none of your personal information will be included in the publication. Only general group data will be reported. Returning your survey implies your consent as a participant and authorizes me to share the data and information provided in the research with employers on their orientation programs.

**Comment [bwk7]:** The PI must be sure about the data collection being either confidential or anonymous.

I am available to answer any of your questions related to this study at [XXX@csupomona.edu](mailto:XXX@csupomona.edu). If you have any questions or complaints about the informed consent process of this research study or your rights as a subject, please contact the Compliance Office within Cal Poly Pomona's Office of Research at (909) 869-4215, which has approved the conduct of this research study.

**Comment [bwk8]:** What this example doesn't have is a description of risks associated with participation. If none, it should be stated.

**Comment [bwk9]:** Contact information

Thank you in advance for your valuable time and information. I appreciate your candid responses.

Sincerely,

*Business Student*  
Business Student, BS



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Protocol # 09-###

**This is an example of an informed consent form (or cover letter) for a ANONYMOUS survey from the College of Business Administration.**

Dear Employee,

I am a graduate student at Cal Poly conducting a research study. You are being invited to participate in this research study, which the Cal Poly Pomona Institutional Review Board (IRB) has reviewed and approved. This cover letter is designed to provide you – as a human subject – with information about this study.

**Comment [bwk10]:** Statement that this is a research study with the text of the IRB header

This survey is related to new employee orientation training. We want to hear your thoughts and feelings on this topic. This research will be used for the purpose of determining the impact of new hire orientation training programs in the work place. The entire survey should only take five (5) minutes of your time. Your participation is strictly voluntary. There are no penalties or negative consequences of your employment for declining to participate. You may discontinue your participation at any time without any negative consequences. However, as a token of my gratitude for your participation, I have attached a \$3 gift card redeemable at Starbucks. This is yours to keep whether or not you participate.

**Comment [bwk11]:** Purpose

**Comment [bwk12]:** Duration of participation

**Comment [bwk13]:** Indication of subject's choice to participate

**Comment [bwk14]:** Benefits: such compensation is not an IRB requirement, but helps with recruitment; needs to be appropriate to the effort.

Please read each question carefully and then indicate how you feel towards each statement by circling or filling-in your response. We ask that you please read all items very carefully. It is critical that you give your true feelings in your responses.

**Comment [bwk15]:** Procedures or methods for the subject to follow

All your responses are completely anonymous. Please do not place any identifying information on the survey other than the general demographic information requested. No one can connect your responses to you, not even me as the researcher. Returning your survey implies your consent as a participant and authorizes me to share the data and information provided in the research with employers on their orientation programs.

I am available to answer any of your questions related to this study at [XXX@csupomona.edu](mailto:XXX@csupomona.edu). If you have any questions or complaints about the informed consent process of this research study or your rights as a subject, please contact the Compliance Office within Cal Poly Pomona's Office of Research at (909) 869-4215, which has approved the conduct of this research study.

**Comment [bwk16]:** What this example doesn't have is a description of risks associated with participation. If none, it should be stated.

**Comment [bwk17]:** Contact information

Thank you in advance for your valuable time and information. I appreciate your candid responses.

Sincerely,

**Business Student**  
Business Student, BS