This is a Model Information Letter. The Model can be found on the ERCPN website:

[www.maastrichtuniversity.nl/fpn/ercpn](http://www.maastrichtuniversity.nl/fpn/ercpn).

Use this model as template for your information letter:

* **Create the letter by including all the headings listed, and in that order**; carefully adjust the letter to your target readers, considering polite form of address ('u' vs. 'jij'), educational level, age group, etc., and be consistent.
* *examples are italic and blue*, use and adapt them at will.
* obligatory text is red, only minimal changes to suit your target readers are permitted.
* Text in orange is information for the researcher.

Information Letter

This model can be used for all types of research. If you have a deceptive 'cover story', check the Online Application form for further conditions that you need to fulfil.

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* **Include always the above Maastricht University Logo**
* **Title study + Faculty of Psychology and Neuroscience**
* **ERCPN reference code:**
* **Purpose:**

Brief description of the study purpose in layman terms. Typically, only in general terms, in order to prevent participant biases in the results.

*E.g. 'This study is about the relation between anxiety and reaction times.'*

* **Participant selection:**

Explain the intended target group of participants for the study (i.e. why this participant is invited to participate). **ERCPN maintains the adult age of 16 years and older.**

*E.g. 'You are invited to take part in this study because you are a client at the Adelante clinic.'*

*E.g. 'This is a study among students of Maastricht University'*

* **Voluntary participation and time to decide:**

Explain that participation is entirely voluntary and that participants can withdraw from the study at any time without consequences.

*E.g. 'This letter gives information to enable you to decide on participation or not. Take your time to read it carefully and consider completely voluntary participation. You have the right to withdraw from the study at any time, without any negative consequences.'*

* **Procedure**:

Explain what each of the steps or procedures involve, as far as relevant for the decision to participate. Also give the duration. If not 'here and now', then indicate when and where the study will take place.

*E.g. 'As a participant, you will fill in two questionnaires and do a computer task in which you respond rapidly with a button press to dots that appear on a screen. The total duration will be 50 minutes.'*

* **Risks and Discomforts:**

Explain if there are any risks or discomforts associated with study participation.

*E.g. 'One questionnaire is about traumatic experiences during childhood. The questions may revive memories that you find difficult to handle. If you think this may apply to you then do not participate'.*

*E.g. ‘There are no risks or discomforts associated with participation in this study’*

* **Benefits:**

Explain if there are any benefits to the participant, to the community or any future benefits that may result from the study. Be realistic, and if only a 'contribution to science / a better world' etc., then leave this out. Mention a monetary or other reward. In case of a raffle, specify the content of the prize, the method of selecting winners, and the chance of winning. Also explain the way in which winners will be notified.

*E.g. 'For participation, you will receive 1 SONA credit'.*

*E.g. ‘There are no direct benefits or reward for participating in this study’*

*E.g. ‘For participation, you have the chance to win one of three 15 euro Amazon vouchers (approximately 10% winning chance). Winners will be randomly drawn from among all participants after all data have been collected, and will be notified by email.’*

(Only) in case of monetary rewards **(e.g. a voucher is also considered a monetary reward)**, include also the following text in this section:

Based on Dutch national law, **Dutch** research participants fall under a tax free volunteering reward. For this reward to remain tax free, research participants are not allowed to earn more than € 210,- per month or € 2.100,- per year. If you do earn more than € 210,- per month or € 2.100,- per year, it could be that you will be asked for additional personal information on request of the Dutch tax agency. The additional information that we need to provide the Dutch tax agency in that case is the amount you received and your name, address, date of birth and BSN number. We do not provide the Dutch tax agency with any information about the research you participated in or research data.

**Information for researcher**: when Dutch participants receive financial remuneration (vouchers or cash), it is not needed to record the social security number (BSN). However, the name, date of birth, address and email address of the Dutch participants who received a monetary reward should be collected in the <https://www.maastrichtuniversity.nl/file/fpn-ercpn-form-free-volunteers-reward-fpn-research>, stored in the RDM's P-folder and submit on regularly basis to um-crediteuren@maastrichtuniversity.nl (see information in the form). This is required because when a subject's tax-free volunteer allowance has been exceeded (within UM), the BSN-number can still be requested afterwards.

* **Privacy:**

There are two options, read the notes below and choose Option 1 or 2 (obligatory text!).

Privacy Option 1: As long as it is possible to identify a person, all Research Data automatically are still defined as Personal Data. In that case, always choose Option 1, and do not call the study, storage, or data 'anonymous'. This also applies if the stored data includes a consent form with written name on it, or personal information for the declaration of monetary rewards (even if stored separately from the research data!). If you follow guidelines of FPN's Research Data Management (RDM), you can call the Research Data 'confidential'.

For anonymous online surveys that still require personal information for claiming monetary rewards: in this case, in Qualtrics, there is an option to collect research data in one dataset and request only the participant's e-mail address in a newly opened questionnaire. This way, the participant's e-mail address is not linked to the survey data.

*Privacy Option 1:*

Personal Data and Research Data will be stored confidentially.

This concerns the following data:

<List of data>

Research Data can be published and re-used in other research, but only in such a way that they cannot be traced back to you.

In case of Privacy Option 1, also include the following Privacy statement:

(for adults 16 years or older)

**Privacy Statement**

You can withdraw your consent to the use of your personal data at any time. In that case, they will be deleted if possible. For more information about privacy, consult the responsible researcher (see below), the website ([www.maastrichtuniversity.nl/fpn/ercpn](http://www.maastrichtuniversity.nl/fpn/ercpn) under Additional information), or the Data Protection Officer of Maastricht University at FG@Maastrichtuniversity.nl.

(for children)

**Privacy Statement**

You may stop participating in this study at any time. We will then remove all personal information about you, such as your name and address, as far as possible. More information about your rights can be obtained from the responsible researcher (see below), on the website www.maastrichtuniversity.nl/fpn/ercpn under 'Additional information', or from the UM Data Processing Officer via FG@Maastrichtuniversity.nl, or you let your parents/guardians or someone else do it.

If no personal data are collected, you can choose Privacy Option 2, in which case you also do not have to include the Privacy statement.

*Privacy Option 2:*

No Personal Data will be stored. Research Data can be published and re-used in other research, but only in such a way that they cannot be traced back to you.

This concerns the following data:

<List of data>

List of data: Privacy law demands a list of all Personal Data that will be collected, but you need not give all details of the Research Data. A broad distinction can be made between:

- Inherently personal data (e.g. name, picture/video, address, telephone number)

*→ each of these data should be specifically listed*

- Lifestyle information (e.g. smoking, alcohol use, eating behaviour, exercise, sex life);

- Physical characteristics (e.g. length, weight, color eyes or hair);

- Personality traits (e.g. Big Five, feelings of depression, anxiety);

- Demographic characteristics (e.g. age, gender, race, income, employment status);

- Personal relations (e.g. parental status, family composition, relationship status);

- Health-related data (e.g. (history of) diagnosis, injuries or disorders, subjective or objective mental health);

- Task performance (e.g. accuracy, reaction times);

- Type of research data (e.g. behavioural, physiological, EEG, MRI).

*→ for these kinds of data it is sufficient to list more general categories*

*E.g. for Privacy Option 1: 'name, address, email, video recordings, age, gender, information on lifestyle and personality traits, EEG data, health-related data’*

*E.g. for Privacy Option 2: 'age, gender, information on lifestyle and personality traits, EEG data, health-related data’*

* **Disclaimer add only if it concerns an observational study with psychedelics**

We do not promote or encourage the use of psychedelics. Therefore, the University of Maastricht cannot be held liable for possible adverse effects or inconveniences arising from the use of psychedelics on your own initiative. Because not much research has yet been done into the potentially harmful effects of psychedelics, we cannot rule out that using these substances can negatively affect you in the short or long term.

* **Contact details**

Mention the names and contact details (UM-email, telephone no.) of both the responsible researcher and contact person(s) for questions about the research and rights of research participants.

*'E.g.*

*John Doe (internship student)*

*Email: john.doe@student.maastrichtuniversity.nl*

*Jane Doe (responsible researcher)*

*Email: j.doe@maastrichtuniversity.nl*

*Tel: 043 7654321'*