**Sample Introduction - Examples**

(Survey, Questionnaire, Information Sheet)

The beginning of your survey or questionnaire should include an introduction that is informative and clearly states the purpose of your research. It must highlight certain criteria such as voluntary participation, confidentiality and anonymity of the information.

Below is a sample in English and Arabic which you can insert before your survey or questionnaire. Please customize this sample to your research project’s need; **pay particular attention to updating the text in red and delete this section**.

*Consent to participate in a Survey/Questionnaire*

*Insert title of the project*

*I would like to invite you to participate in a research project by completing the following questionnaire/ survey. (I am a student at the Lebanese American University and I am completing this research project as part of my ………………….). The purpose of this questionnaire / survey aims to…………..*

*There are no known risks, harms or discomforts associated with this study beyond those encountered in normal daily life. The information you provide will be used to enhance and improve …………….. . You will not directly benefit from participation in this study. The study will involve (please add number of participants) participants. Completing the survey will take …… minutes of your time.*

*By continuing with the questionnaire / survey, you agree with the following statements:*

1. *I have been given sufficient information about this research project.*
2. *I understand that my answers will not be released to anyone and my identity will remain anonymous. My name will not be written on the questionnaire nor be kept in any other records.*
3. ***When the results of the study are reported, I will not be identified by name or any other information that could be used to infer my identity.*** *Only researchers will have access to view any data collected during this research however data cannot be linked to me.*
4. *I understand that I may withdraw from this research any time I wish and that I have the right to skip any question I don’t want to answer.*
5. *I understand that my refusal to participate will not result in any penalty or loss of benefits to which I otherwise am entitled to.*
6. *I have been informed that the research abides by all commonly acknowledged ethical codes and that the research project has been reviewed and approved by the Institutional Review Board at the Lebanese American University*
7. *I understand that if I have any additional questions, I can ask the research team listed below.*
8. *I have read and understood all statements on this form.*
9. *I voluntarily agree to take part in this research project by completing the following survey/Questionnaire.*

*If you have any questions, you may contact:*

|  |  |  |
| --- | --- | --- |
| *Name (PI)* | *Phone number* | *Email address* |
|  |  |  |
|  |  |  |

*If you have any questions about your rights as a participant in this study, or you want to talk to someone outside the research, please contact the:*

*Institutional Review Board Office,*

*Lebanese American University*

*3rd Floor, Dorm A, Byblos Campus*

*Tel: 00 961 1 786456 ext. (2546)*

[*irb@lau.edu.lb*](mailto:irb@lau.edu.lb)

**This study has been reviewed and approved by the LAU IRB:**