

[use current CHSS Data Center letterhead]

[Insert Date]

Study Title: *[indicate study title]*

Study Cohort: *[indicate study cohort]*

Dear _____,

Enclosed you will find 2 copies of the current written consent form for the above-referenced study that you are participating in on behalf of your child. Please read the consent form over carefully. A study staff member from the CHSS Data Center will follow up in about 2 weeks to discuss the consent form with you, and answer any questions you may have about the study or study participation. At that time, if you wish to continue participating in the study, you will be asked to sign and date the consent form, and return it in the postage-paid envelope enclosed. Please keep the other copy for yourself.

[Please also find 2 copies of the current written assent form. Please read this form as well. If you think your child could read and understand this form, this will also be reviewed with you and your child. At that time, if your child agrees to continue participating in the study, your child will be asked to sign and date the assent form, and you will be asked to return it as well in the postage-paid envelope enclosed. Please keep the other copy for yourself/your child. – insert this paragraph, if applicable]

If you have any questions regarding this, please feel free to call our toll-free number at **1-866-477-2477**, and we will be happy to talk to you and answer your questions.

Thank you for your participation in this research study. We look forward to staying in touch with you.

Sincerely yours,

[insert name of CHSS Data Center study staff member]

[insert title of CHSS Data Center study staff member]

Direct toll-free line: 1-866-477-2477

CHSS e-mail: chss.dc@sickkids.ca

Please note: Although e-mail may be a very common method of communication, the security of e-mail messages is not guaranteed. Messages sent to you or from you by e-mail may be seen by others using the Internet. E-mail is easy to forge, easy to forward, and may exist indefinitely. For this reason, do not use e-mail to communicate or discuss information you think is sensitive. By sending us information by e-mail, or requesting that we send you information by e-mail, you acknowledge that you have read and accept the risks of using e-mail.