

**Sample of Informed Consent Form (English; in a letter format)**

**THE UNIVERSITY OF HONG KONG**

[Name of department]

[date]

[Title of Research Project]

Dear [to address target participants],

I am [Name of Principal Investigator, Name of Department] at the University of Hong Kong. I will conduct a research project on [title of project] and would like to invite [to address target participant] to participate. [Explain in layman terms the purpose of study and why they are asked to participate].

[Explain in layman terms what they will be asked to do or what will happen to them if they opt to participate]. [State risk, if any.] Please complete the reply slip below to indicate whether you do decide to participate in this research. [Include a statement of confidentiality, such as “all information obtained will be used for research purposes only. Participant will not be identified by name in any report of the completed study”]. [State direct benefit and compensation, such as “each participant will be reimbursed HK\$?? to defray the cost of inconvenience/transportation, and potential benefit to others, if any.”]. Participation is entirely voluntary, and. If you have any questions about the research, please feel free to contact [**Name of the principal investigator (telephone number)**]. If you want to know more about the rights as a research participant, please contact the Human Research Ethics Committee for Non-Clinical Faculties, the University of Hong Kong (2241-5267).

If you understand the contents described above and agree to participate in this research, please sign below. Your help is very much appreciated.

Yours sincerely,

**Name & Department of PI**  
The University of Hong Kong

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Reply Slip

Name of Participant: \_\_\_\_\_

I \*\* will / will not participate in the research. (\*\* Please delete as if inappropriate.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_