TEMPLATE: Letter to Current Study Participant to suspend all in-person interaction

Dear Study Participant,

In response to the recent Coronavirus (COVID-19) pandemic, and as a current research participant in the following research study “{*enter research project title*}”, this letter is to inform you that the University of Denver has temporarily suspended all in-person human subjects data collection for research taking place on or off campus. To continue with the data collection procedures for this research, our study has modified our collection method to use {*a telephone, web conferencing or other secure electronic communication*} as a substitution for the face-to-face interaction.

As we transition to utilizing a different method for obtaining research data, there is always a risk that electronic or telephone communications may be compromised, unsecured, and/or accessed by a third-party. It is very important to be aware that email and cell phone communication (including phone, text and HIPAA-compliant communication technology) can be accessed by unauthorized people, and hence the privacy and confidentiality of such communication can be compromised. Texts and emails in particular are vulnerable to such unauthorized access, due to the fact that servers have unlimited and direct access to all emails that go through them.

As stated in your informed consent, your participation in this study is voluntary. If you have concerns or questions about continuing as a participant in this research, please contact the Principal Investigator *{insert PI name and contact information* (email and phone)}.

The University of Denver continues to be proactive in providing the latest information about COVID-19 and working with our researchers to ensure that the safety of our research participants is a top priority.

Sincerely,

{*insert Principal Investigators name and title*}