

(SAMPLE ATR APPROACH LETTER)

Dear Twin Registry Member,

Thank you for your continued membership with the Australian Twin Registry. Enclosed is a letter inviting you and your [twin/twins] to participate in research into [Topic of Research] being conducted by [Names of Principal Investigator and Co-investigators as appropriate] at [Name of Institution].

The enclosed letter from [Names of Principal Investigator and Research Associates as appropriate] provides you with a general description of their study, [Name of Study], and explains in detail the procedures involved in participating in the project, including the approximate amount of your time that would be required and any benefits or consequences that may be the result of your involvement.

This project has been independently reviewed and approved by both the Australian Twin Registry and [Name of Ethics Committee] as being of significant scientific value to the nominated area of study and meeting the necessary ethical requirements.

If you have a complaint regarding any aspect of the research project or the Australian Twin Registry you may contact any or all of; the Australian Twin Registry on 1800 037 021, the Executive Officer of the Human Research Ethics Committee at the University of Melbourne on 8344 2073 or [Name of Ethics Committee and telephone number].

Participation in this or any other Twin Registry study is voluntary. All information concerning prospective and confirmed participants remains strictly confidential. This means that access to information that identifies you will be made available to the researchers only if you and your [twin/twins] have agreed to take part in the study. Any confidential data resulting from your participation in the study will be kept securely in the files of the Australian Twin Registry and the researchers. It will not be passed on to anyone else without your permission. Research data from the results of the study may be published but will contain no identifying information relating to the individual participants. You are always free to refuse to participate in this research program, and can withdraw at any stage.

*If you are willing to take part in the study, please fill out the enclosed consent form and return it in the reply paid envelope provided.*

*If you are not willing or are unable to participate, please indicate this on the enclosed form and return it to us anyway, as this will let us know that you have received this letter but don't wish to be involved.*

If you need changes made to your address and/or other details, please note these on the form or phone us on Freecall 1800 037 021 and we will update our records.

We appreciate your having taken the time to consider this request and thank you in anticipation of receiving your response.

Yours sincerely,

[Full name of ATR Director / Deputy Director] and the ATR team