

Date

[First] [Last]
[Address 1]
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[City], [State] [Zip]

The U.S. Occupational Safety and Health Review Commission (OSHRC) has engaged Indiana University (IU) to survey participants' satisfaction with the agency's settlement procedures and outcomes. As a recent participant in OSHRC's Settlement Part Program, your opinion is very valuable to the study.

We designed the survey to take as little of your time as possible. It consists of 25 questions that we believe target very important information about your settlement experience. We have also provided you space at the end of the survey to share any additional information about your experience in the program. The survey is completely voluntary. If you decide not to participate in the study, there **will not** be any penalty or loss of benefits to which you are entitled. Your decision whether or not to participate in this study will not affect your current or future relations with OSHRC or Indiana University.

We have and will continue to make efforts to keep your personal information confidential. We will hold your identity in confidence in reports and publications. We will not report names in any study produced by Indiana University. We will restrict access to survey files to no more than 3 researchers under the supervision of the co-principal investigators (Indiana University Professor Lisa Blomgren Bingham and Assistant Professor Deanna Malatesta) during the course of the study. When we receive the survey back, we will code them to replace any names with numbers so there will be no way to personally connect you to your responses or comments. We will destroy surveys once we have recorded the aggregate information. We will destroy all related notes upon completion of the study, which we expect to take less than one (1) year. Your personal information may be disclosed if required by law. State and federal agencies (as allowed by law) and the Indiana University Institutional Review Board (specifically the Office for Human Research Protections, OHRP) may inspect records in the survey but only for the purpose of assuring the researchers are complying with ethical standards and they will not inspect study records to obtain any personal information about study participants or their responses.

We know that you are very busy but hope that you take the time to complete the survey and to mail it back within the next week. For your convenience, we have enclosed a postage paid envelope. If you have any questions about the survey, please contact me, Deanna Malatesta either by telephone at (317) 274-0876 or by email at dmalates@iupui.edu. I am the Co-Principal Investigator for the study. For questions about your rights as a research participant or to discuss problems, complaints or concerns about a research study, or to obtain information, or offer input, contact the IU Human Subjects Office at (317) 278-3458 or (800) 696-2949.

Thank you in advance for your participation in this very important study.

Deanna Malatesta
Assistant Professor