[On appropriate Letterhead]

[Date]

Dear Participant,

We hope that this [letter/message] finds you well.

Regretfully, we need to inform you that the study in which you are participating, [IRB#, Title,] will no longer be continuing due to a [state reason, e.g., the federal agency’s] decision to terminate its funding.

[If the study involved compensation, otherwise delete this paragraph:] When you agreed to participate in the study, you were told that you would receive some compensation for participation. [If compensation is still available:] You can expect to receive your remaining compensation of $X by [date] by [mail, emailed gift card, etc.] [If they will no longer receive it, state something like:] Unfortunately, because funding has been terminated, we are unable to provide you with the compensation promised. We sincerely apologize for any inconvenience or dissatisfaction that this causes you.

[If private, identifiable information was collected, otherwise delete this paragraph:] During your participation in the study, we collected information about you that can tell the study team who you are. With the closure of this study, we will be [for example:] deleting the information that can be used to identify you. We will keep the de-identified data that was collected during the study for [for example:] analysis and future research as described in the consent document that you signed.

If you have any questions, please do not hesitate to contact [study team contact information]. If you have questions about your rights as a research subject, or wish to discuss any questions or concerns with someone outside of the study team, you can contact the UC San Diego Office of IRB Administration by emailing irb@ucsd.edu or by calling 858-246-4777.

Thank you for your participation in our study. Participants like you help to advance research that can eventually benefit many other people.

Best wishes,

[PI name]

[PI title]