

Sample letter of invitation to potential participants first approach

Letter 1A: with telephone

85+ Study headed notepaper

Date

{ name}
{ address}

Dear {*name*},

The Newcastle 85+ Study

We are a team of doctors, nurses and scientists from the Institute for Ageing and Health at Newcastle University. We are very interested in the health and needs of older people and we are contacting you to invite you to take part in a research study called The Newcastle 85+ Study.

The study aims to find out what health, or other problems, older people have in their lives and what helps some individuals stay healthy and independent whilst others are not doing so well. We hope to use the information from this research to find ways to help people stay healthy and independent in old age and to improve medical and social services for older people.

You are a very important person; you have survived into 85th year and we would like to find out more about the secret of your success. We are inviting all people who were born in 1921 and who live in Newcastle or certain parts of North Tyneside to take part in this study. We have learned your name and contact details through the

list of people registered with general practitioners in Newcastle and North Tyneside Primary Care Trusts.

If you take part in this study, a research nurse would visit you in your own home at a time convenient to you. They would visit you 4 times over a period of a few weeks. 3 of the visits would last about one hour and forty minutes each and involve answering questions about yourself and your health, together with some measurements e.g. blood pressure, weight, heart tracing, breathing test. The 4th visit would be to take blood samples. After that time, we would then very much like to keep in touch with you and to visit you again every year to find out how you are getting on and to repeat some of the measurements.

I have included a detailed information booklet about the study with this letter, together with some photographs of the research nurse team.

We understand that some individuals may have health or memory problems and might feel anxious about taking part in a research project. The research team have a lot of experience of working with older people; we can adapt the interview to suit your individual needs e.g. with shorter visits and/or a family member or carer can be present at the interview to help or to answer questions on your behalf.

A or B (Named research nurses), will telephone you in the very near future to discuss the study in more detail.

Thank you.
Yours sincerely,

Professor Tom Kirkwood

On behalf of The Newcastle 85+ Study Team

Sample letter of continued participation

Letter 1A: with telephone

85+ headed notepaper

date

Dear

The Newcastle 85+ Study

18 months ago you kindly agreed to continue to be part of 'The Newcastle 85+ Study' which aims to investigate the health and well-being of people aged over 85 years. I would like to thank-you for your valuable support with this study and I hope you have enjoyed the experience so far.

As you are aware, the study is planned to run for several years and involves one of the research team visiting you, usually every 18 months, to monitor your health over this time.

I am now writing to inform you that the next stage of the study has started and I would very much like to arrange further interviews with you. As before, the visits would take place within your own home at a time to suit you. Each visit would last about one hour and twenty minutes and would involve answering questions about yourself and your health, together with some measurements.

I have enclosed an information booklet with this letter to explain this stage of the study in more detail, together with some photographs of the research nurse team as a reminder. Please take the time to read this.

I understand that some individuals may have health or memory problems and might feel anxious about taking part in a research project. The research team have a lot of experience of working

with older people and can adapt the interview to suit your individual needs e.g. with shorter visits and/or a family member or carer can be present at the interview to help or to answer questions on your behalf.

One of the research nurses will telephone you in the very near future to discuss this stage of the study in more detail and to find out whether or not you would like to take part.

I do hope you will continue to be involved with the Newcastle 85+ study and I really appreciate all of your help in making the study successful so far.

Thank you.

Yours sincerely,

Professor Tom Kirkwood

On behalf of The Newcastle 85+ Study Team

Sample letter of invitation to potential participants first approach

Letter 1B: without telephone

85+ headed notepaper

Date

{ name}
{ address}

Dear { *name*},

The Newcastle 85+ Study

We are a team of doctors, nurses and scientists from the Institute for Ageing and Health at Newcastle University. We are very interested in the health and needs of older people and we are contacting you to invite you to take part in a research study called The Newcastle 85+ Study.

The study aims to find out what health, or other problems, older people have in their lives and what helps some individuals stay healthy and independent whilst others are not doing so well. We hope to use the information from this research to find ways to help people stay healthy and independent in old age and to improve medical and social services for older people.

You are a very important person; you have survived into 85th year and we would like to find out more about the secret of your success. We are inviting all people who were born in 1921 and who live in Newcastle or certain parts of North Tyneside to take part in this study. We have learned your name and contact details through the list of people registered with general practitioners in Newcastle and North Tyneside Primary Care Trusts.

If you take part in this study, a research nurse would visit you in your own home at a time convenient to you. They would visit you 4 times over a period of a few weeks. 3 of the visits would last about one hour and forty minutes each and involve answering questions about yourself and your health, together with some measurements e.g. blood pressure, weight, heart tracing, breathing test. The 4th visit would be to take blood samples. After that time, we would then very much like to keep in touch with you and to visit you again

every year to find out how you are getting on and to repeat some of the measurements.

I have included a detailed information booklet about the study with this letter together with some photographs of the research nurse team.

We understand that some individuals may have health or memory problems and might feel anxious about taking part in a research project. The research team have a lot of experience of working with older people; we can adapt the interview to suit your individual needs e.g. with shorter visits and/or a family member or carer can be present at the interview to help or to answer questions on your behalf.

As we do not have a telephone number for you, we have made a provisional appointment for *name* research nurse, to visit you at home on:

Date....., Time.....

to discuss the study in more detail and to find out whether or not you would like to take part. This does not mean that you *have* to take part in the study, the nurse will ask you about your decision once you have all of the information.

If this date is not convenient, please contact *name* (telephone 0191 2481116 or at the address on the letterhead).

Thank you.

Yours sincerely,

Professor Tom Kirkwood

On behalf of the Newcastle 85+ Study Team

Sample letter of continued participation

Letter 1B: without telephone

85+ headed notepaper

DATE

Dear

The Newcastle 85+ Study

18 months ago you kindly agreed to continue to be part of 'The Newcastle 85+ Study' which aims to investigate the health and well-being of people aged over 85 years. I would like to thank-you for your valuable support with this study and I hope you have enjoyed the experience so far.

As you are aware, the study is planned to run for several years and involves one of the research team visiting you, usually every 18 months, to monitor your health over this time.

I am now writing to inform you that the next stage of the study has started and I would very much like to arrange further interviews with you. As before, the visits would take place within your own home at a time to suit you. Each visit would last about one hour and twenty minutes and would involve answering questions about yourself and your health, together with some measurements.

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with older people and can adapt the interview to suit your individual needs e.g. with shorter visits and/or a family member or carer can be present at the interview to help or to answer questions on your behalf.

As we do not have a telephone number for you, the team have made a provisional appointment for your research **nurse**;....., to visit you at home on

date;....., **time**;.....
to discuss this stage of the study in more detail and to find out whether or not you would like to take part. This does not mean that you *have* to take part in this stage of the study, the nurse will ask you about your decision once you have all of the information.

If this date is not convenient, please contact us (telephone 2481116 or at the address on the letterhead).

I do hope you will continue to be involved with the Newcastle 85+ study and I really appreciate all of your help in making the study successful so far.

Thank you.

Yours sincerely,

Professor Tom Kirkwood
On behalf of the Newcastle 85+ Study Team

Sample letter of continued participation to known consultee

Letter 2A: with telephone

85+ headed notepaper

date

Dear

The Newcastle 85+ Study

18 months ago you kindly agreed to(participant name)..... taking part in stage 2 of 'The Newcastle 85+ Study' which aims to investigate the health and well-being of people aged over 85 years. Thanks to both of you for your valuable support with this study and I hope you have both enjoyed the experience so far.

As you are aware, the study is planned to run for several years and involves one of the research team visitingusually every 18 months, to monitor their health over this time.

I am now writing to inform you that the next stage of the study has started and I would very much like to arrange further interviews withAs before, the visits would take place within their own home at a time to suit both of you. Each visit would last about one hour and twenty minutes and involve answering questions aboutand their health, together with some measurements.

I have enclosed an information booklet with this letter to explain this stage of the study in more detail, together with some

photographs of the research nurse team as a reminder. Please take the time to read this.

I understand that some individuals may have worsening health or memory problems and they and their families might feel anxious about taking part in a research project. The research team have a lot of experience of working with older people and can adapt the interview to suit individual needs e.g. with shorter visits and/or a family member or carer can be present at the interview to help or to answer questions.

One of the research nurses will telephone you in the very near future to discuss this stage of the study in more detail and to find out whether or not you would like to take part.

I do hope you will both continue to be involved with the Newcastle 85+ study and I really appreciate all of your help in making the study successful so far.

Thank you.
Yours sincerely,

Professor Tom Kirkwood

On behalf of The Newcastle 85+ Study Team

Sample letter of continued participation to known consultee

Letter 2B: without telephone

85+ headed notepaper

Date

The Newcastle 85+ Study

18 months ago you kindly agreed to ...(participant name).....taking part in stage 2 of 'The Newcastle 85+ Study' which aims to investigate the health and well-being of people aged over 85 years. Thanks to both of you for your valuable support with this study and I hope you have both enjoyed the experience so far.

As you are aware, the study is planned to run for several years and involves one of the team of researchers visitingusually every 18 months, to monitor their health over this time.

I am now writing to inform you that the next stage of the study has started and I would very much like to arrange further interviews withAs before, the visits would take place within their own home at a time to suit both of you. Each visit would last about one hour and twenty minutes and involve answering questions about and their health, together with some measurements.

I have enclosed an information booklet with this letter to explain this stage of the study in more detail, together with some photographs of the research nurse team as a reminder. Please take the time to read this.

I understand that some individuals may have worsening health or memory problems and they and their families might feel anxious about taking part in a research project. The research team have a lot of experience of working with older people and can adapt the interview to suit individual needs e.g. with shorter visits and/or a family member or carer can be present at the interview to help or to answer questions.

As we do not have a telephone number for you, the team have made a provisional appointment for your research **nurse**....., to **visit** at home on

Date;....., **Time;**.....
to discuss this stage of the study in more detail and to find out whether or not they would like to take part. This does not mean that they *have* to take part in this stage of the study, the nurse will ask aboutand your decision once you have all of the information.

If this date is not convenient, please contact us (telephone 2481116 or at the address on the letterhead).

I do hope you will both continue to be involved with the Newcastle 85+ study and I really appreciate all of your help in making the study successful so far.
Thank you.

Yours sincerely,

Professor Tom Kirkwood
On behalf of the Newcastle 85+ Study Team

SAMPLE LETTER: COVER LETTER TO CARE HOME MANGER FIRST APPROACH.

85+ headed notepaper

Date:

CARE HOME MANAGER NAME

ADDRESS

Dear Manager

Re: The North East 85+ Study

The North East 85+ Study is a research project into the health and needs of the over 85 age group in Newcastle. It is being conducted by the Institute for Ageing and Health at Newcastle University in partnership with Newcastle and North Tyneside Primary Care Trust.

The study aims to recruit 800 individuals who turn 85 this year to help with this important research. These people have been selected from the patient lists of several general practices in the city who are supporting this research. Some of these individuals are in your care and we are therefore contacting you to let you know more about the study. I have enclosed an information booklet about the project together with a copy of the letter that will be sent out to the individuals concerned.

The research team understand that some people may have health or memory problems and might feel anxious about taking part in a research project. If necessary a family member or carer can be present at the interview to help and the questionnaire can also be adapted to individual needs.

I appreciate that you and your staff are very busy, but please take time to consider this study. It is essential that the needs of all older people are taken into account, including those living in residential or nursing homes. A member of the research team will contact you in the very near future to discuss the project in more detail. We will not be contacting the individuals concerned until they have spoken with you.

We very much hope you will lend your support to this valuable research.

Yours Sincerely

85+ Study Team

SAMPLE LETTER: COVER LETTER TO CARE HOME MANGER FOR CONTINUED PARTICIPATION.

85+ headed notepaper

CARE HOME MANAGER NAME

ADDRESS

Dear HOME MANAGER

The Newcastle 85+ Study

18 months ago,agreed to continue to be part of an ongoing research study 'The Newcastle 85+ Study' helping to investigate the health and well-being in people aged over 85 years.

I am now writing to inform you that the next stage of the study has started and I would very much like to arrange further interviews with

For your information I have enclosed an information booklet with this letter to explain this stage of the study in more detail together with a copy of the letter that will be sent out to the individuals concerned.

A member of the research team will contact you in the very near future to discuss this.

I very much appreciate the continued support of you and your staff and acknowledge your contribution to making the Newcastle 85+ study successful so far.

Thank you.

Yours sincerely,

Professor Tom Kirkwood
On behalf of The Newcastle 85+ Study Team

Example 'letter of support' from GP

GP headed paper

Date

{Patient's name}
{Patient's address}

Dear {*Patient's name*},

The Newcastle 85+ Study

The (*name of practice*) is helping with a research study which is being conducted by the Institute for Ageing and Health at Newcastle University. It is called the Newcastle 85+ Study and it aims to find out more about the health and needs of older people.

We feel that this is an important study and we have therefore provided the research team with your contact details so that they can send you some information about the research. If you have any questions about the project, please contact the team at the Institute for Ageing and Health; their contact details will be in the information pack.

Although I consider your potential contribution to be very valuable to this research, please be assured that you are under no obligation to take part and that deciding not to participate would, in no way, affect the care you receive from this practice.

Yours sincerely,

Name of General Practice