**QUESTIONNAIRE INTRODUCTION LETTER**

Dear Participant,

You are invited to take part in a survey whose primary aim is to ***[insert the motivation behind the questions and the relevance of the survey as designed]***.
***[Insert the title of the survey, who is coordinating it, and any additional information that might help the respondent feel comfortable]***.

Your participation simply involves your willingness to complete this questionnaire by providing responses as thoroughly as possible. We emphasize that there are no right or wrong answers: what matters is that you share your perceptions and opinions regarding the topics proposed.

Your collaboration is essential to achieving the study’s objectives, due to your experience and expertise in the subject. ***[Insert explanation of why the respondent’s input is relevant and valuable]***.

Filling out the questionnaire will take approximately ***[insert estimated duration]*** minutes.

The data collected in this survey will be processed in aggregated form and according to confidentiality and privacy principles, in compliance with Article 13 of Legislative Decree No. 196 of 30/06/2003 and EU Regulation No. 679 of 04/05/2016 (GDPR).

The responses will be stored only as long as necessary to fulfill the purposes of the study and may be extracted into an Excel spreadsheet or other digital format/software for scientific analysis. The answers may also be used to produce dissemination materials or scientific articles to be published in peer-reviewed journals or presented at scientific conferences. All findings will be presented in an anonymous and aggregated manner.

***[Include only if open-ended questions are present:]*** The analysis of the questionnaire responses will not refer to individual participants. In the event that direct quotes are reported—as is standard in qualitative research reporting—they will be fully de-identified.

We thank you in advance for your time and collaboration.

Before beginning the questionnaire, please indicate your consent to participate in this research and to the processing of your personal data.

☐ I have read and understood the research objectives and the privacy notice. I consent to participate in the study and to the processing of my data.