Participant Information Sheet

(This is yours to keep for reference)

**Research Title: *[insert full title of project AND lay title if applicable]***

**Principal Investigator: *[Principal Investigator Name and CDU College]***

**Researcher(s): *[insert names, positions and affiliations/colleges of all investigators involved in this research, including HDR student/s]***

Thank you for your interest in participating in this research project. Please read the following information about the project so that you can decide whether you would like to take part in this research. Please feel free to ask any questions you might have about your involvement in the project.

If you decide to participate in this research, please keep in mind that your participation is voluntary. If you do not wish to take part, you do not have to. If you decide to take part and later change your mind, you are free to stop at any time, and you would not need to give any explanation for your decision to stop participating. If you choose to stop participating, your data will not be used in the research. *[If their data cannot be withdrawn or there is a timeframe for their withdrawal it needs to be clearly stated here*.*]*

You will be given the Participant Information Sheet to read and Informed Consent Form to sign, and you will be given a copy to keep. Your decision whether you take part, or not to take part, or to take part and then withdraw, will not affect your relationship with the Charles Darwin University *[or organisation]*.

**What is this research about?**

*[Briefly but clearly explain the purpose of the study, who is organising and funding the research, justification and purpose of the study.* ***Avoid technical terms and jargon****. If you have to use them make sure you explain the meaning of all terms.]* For more information about the study contact:

**Study aim(s):**

*[insert the aim(s) of the research in lay terms, without jargon]*

**What are the possible benefits of taking part?**

*[Clearly state any potential benefits for the participants if they participate in the research, and any potential benefits of the research for the wider society and the research field. If applicable, mention any incentives or reimbursements that will be made to the participants. If there are no direct benefits to the participants, you need to clearly state; There will be no benefit to you from your participation in this research.]*

**What are the possible risks and disadvantages of taking part?**

*[Clearly state any risks (i.e. physical, emotional, psychological harm and/or stress) arising from participation, and the measures you have put in place to minimise such risk. For example, what happens if questions are stressful? Is there counselling provided?]*

**What will the research involve?**

*[Provide a brief overview of the study methods, indicate from whom the data will be collected; explain how the data will be collected, analysed and presented, and if /how the results will be shared with participants and the academic community.]*

**What will I need to do?**

If you agree to participate *[Describe what the participants will be asked to do, for example, complete a survey questionnaire, undertake an interview, participate in a focus group and/or permit access to personal records.*

*Include how much time each mode of data collection might take. For qualitative methodologies, identify how the data will be recorded. If data are recorded by note taking or by video/tape recorder and then transcribed for analysis, indicate what will happen to a participant’s data should that participant decide to withdraw from the project.*

*The place of data collection, the number of occasions that participants will be required, and the* ***approximate time commitment involved needs to be indicated clearly****.*

*Indicate if any remuneration or incentive will be given. Where relevant, identify what this is, how it will be provided and repeat the information in the consent form.]*

**What will happen to the information about me?**

All information collected about you will remain confidential. *[If applicable: Given the small number of participants/rare identifying factors of your data, it might not be possible to guarantee complete anonymity.]*

 *[Clearly explain how data will be stored and who will have access to data. How long data will be retained, and how it will eventually get destroyed? Whether the collected data might be used again for future research and if so, who would have access and whose permission is required to access the data. If you are planning to use the data collected for this research in future research,* ***MAKE SURE*** *you state that in the consent form, otherwise you need to get further consent later for the new project using this data.]*

{It is anticipated that the results of this research project will be published and/or presented in a variety of forms. In any publication and/or presentation, information will be provided in such a way that you cannot be identified, except with your expressed permission.}

{The research will be published in academic journals and other publications and presented at conferences. We will also be asking your permission to use your data in other projects. This allows us or other researchers to use what you have said in interviews and in your digital story at other times rather than having to speak to you again. You do not have to give this permission. If you choose not to, your data would be destroyed after 5 years as is standard practice in other research projects.}

**What will happen if I decide to withdraw?**

Your participation in this research is voluntary and you are free to withdraw from the research anytime without needing to provide any explanation. There will be no penalty or bias as a result of your withdrawal. Should you decide to withdraw, all the information collected from/about you will be destroyed and will not be used in the research. *[If on withdrawal the data cannot be identified and/or withdrawn, this needs to be explained to the participants and be stated in the consent form*.*]*

**Can I hear about the results of this research?**

*[Describe how you will be informing the participants of the results, and also disseminating the results academically.]*

**Who can I contact if I have any concerns about the project?**

This project is being managed by *[Principal Investigator’s name]*, College of *[XXXXX]* at Charles Darwin University. If you would like more information before you decide to participate, please contact *[Principal Investigator’s name]* by phone *8946 6xxx* or email *firstname.lastname@cdu.edu.au*. You may also use these numbers at any time during the project, if you need information or wish to withdraw.

This project has been approved by the Charles Darwin University Human Research Ethics

Committee ID number EC00154. If you have any questions or concerns that you do not want to

direct to the researcher, you are invited to the contact the Charles Darwin University Research

Integrity and Ethics team on (08) 8946 6063, on the toll-free number, 1800 466 215 or by email,

ethics@cdu.edu.au .

The Research Integrity and Ethics team can pass on any concerns to the Charles Darwin

University Human Research Ethics Committee (CDU-HREC) and appropriate officers within the

University.

Thank you for considering taking part in this research

*[Principal Investigator’s name and HDR student if applicable]*

Informed Consent Form

***[NAME OF RESEARCH PROJECT]***

***[Name of researcher(s)]***

• I have read {or had read to me} the Plain English Information Sheet which explains what this research project is about, and I understand it.

• I have had a chance to ask questions about the project, and I am comfortable with the answers that I have been given. I know that I can ask more questions whenever I like.

• I have volunteered to participate in the research. I know that I do not have to participate in it if I don’t want to. I agree to *[summarize the mode of participation – “talk to the researcher”, “join a focus group”, and so forth]*. I know this it will take *[enter the duration].*

• *[any condition relating to choices to not answer particular questions, or to stop recording/filming]*

• I know that I am free to withdraw at any time. If I do withdraw there will be no bad consequences for me.

• If I withdraw none of the information I have given can be used in the research *[qualify this in a focus group or if the data are to be pooled for analysis].*

• I know that the researchers will keep my information confidential *[or other commitment]* so far as the law allows.

• I have been told that we won’t talk about *[a particular kind of topic]*. I won’t pass on any *[particular kind of]* information. If I accidentally tell the researcher these kinds of things, they will try to stop me and will try not to record them.

• I know that I won’t get paid for participating in the research project *[or I will be paid XXX to participate]*. Even though I am paid I don’t have to answer all of the questions.

**I have read this Informed Consent Form and I agree with it {OR appropriate format for oral consent}.**

Signed by the research participant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the research participant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I agree to having an audio tape made of the interview** *[delete if not applicable].*

[ ]  **Yes** [ ]  **No** *(if no, will they be able to still participate)*

Signed [or orally confirmed] by the research

participant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I agree to having a video (or photographs) made** *[delete if not applicable].*

[ ]  **Yes** [ ]  **No** *(if no, will they be able to still participate)*

Signed [or orally confirmed] by the research

participant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[include explicit details about everything that the participant agrees to or does not agree to – use in public display, acknowledgement etc].*