Participant Information Sheet

Project Title

1. Who is doing the research?

Provide an overview of the research team and which institution/s they are from.

1. What is the research about?

Provide a layperson’s overview of the project.

1. What does participation in this research involve?

Statement on what is involved for the participants (e.g.: complete a survey, phone interview).

State clearly if there may be benefit given to participants (e.g. Reimbursement and its value)

1. Are there any risks or inconveniences?

State any risks. For all low risk projects, the only risk or inconvenience should be completing a survey and the time it takes, or focus groups where participants may be sitting for a particular period of time.

1. What will happen to the information I provide for this research?

Clearly outline confidentiality of any information gathered and how this will be managed in the project. Also, state any dissemination activities.

1. Do I have to say yes?

Participation in any research project is voluntary. If you do not wish to take part, you do not have to.

1. What will happen if I say no?

If you say no to participate in the research project, there will be no penalty and we thank you for your time so far.

1. If I do say yes, can I change my mind later?

Yes you can. There will be no penalty if you decide to withdraw from the research project at any time.

1. What if I have concerns or a complaint?

If you have any concerns about the research project, you should contact a member of the research team as soon as possible on. If you wish to make a complaint about the research project or the research team, please contact the relevant member of the approving Human Research Ethics Committee and quote this number (HREC Approval Number).

Research contact person

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| --- | --- |
| Name |  |
| Position |  |
| Phone |  |
| Email |  |

Complaints contact person

|  |  |
| --- | --- |
| Reviewing HREC name |  |
| Name |  |
| Phone |  |
| Email |  |