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| [Click to add Locked Bag, Street Address, TOWN STATE POSTCODE]  T: +61 2 [0000 0000] | E: [name]@csu.edu.au | csu.edu.au/[divisionorschool]  Charles Sturt University - TEQSA Provider Identification: PRV12018 (Australian University). CRICOS Provider: 00005F. ABN: 83 878 708 551. |

[Click to add School/Division]

[Click to enter Faculty, or press ‘Delete’ three times to delete]

**Information Sheet – sample**

**Insert details at shading.**

**The blue text provides guidance.**

**Do not include shading or blue text in your submission.**

If collaborating with outside researchers letterhead or current logo for their organisation/institution)

# PARTICIPANT INFORMATION STATEMENT

Researchers: Name, qualifications and identify student and course

Project Supervisor/s name/s positions School/Division/Unit

School/Faculty/Organisation

#### Invitation

You are invited to participate in a research study on …..

The study is being conducted by [names of researchers] from the [School/Division/Unit at the Charles Sturt University. Charles Sturt University is an Australian University, TEQSA Provider Identification: PRV12018. Charles Sturt University CRICOS Provider: 00005F

If the research team is made up of several members, their names and affiliations may be listed under Researchers at the top of the document. If a student this must be included along with the course studied.

Before you decide whether or not you wish to participate in this study, it is important for you to understand why the research is being done and what it will involve. Please take the time to read the following

information carefully and discuss it with others if you wish.

### What is the purpose of this study?

[In simple language state the aims of the project and why you consider it worth doing]

If appropriate put the research into context in relation to other research on the topic, eg previous

research has shown that …

### Why have I been invited to participate in this study?

[State who is being invited to participate, ie the category or group, and how they have been identified to receive the invitation]

Eg We are seeking males aged 18-­40 years to participate in this research. Your name was selected at

random from the Electoral Roll.

If applicable, identify and include exclusion criteria for potential participants who should not, or cannot, participate eg:

* If you are not currently in a management position, then, unfortunately, you are not eligible to participate…
* Claustrophobic people should not participate as the research procedures require participants to be in a small confined space.
* If you are taking medications for … then, unfortunately, you cannot participate.

### What does this study involve?

If you agree to participate, you will be asked to [using simple language give a clear and explicit explanation of what participants will be asked to do or what will be done to them.]

This should:

* Identify all procedures, examinations, medication, interviews, focus groups, questionnaires, observations, etc and where and when they will take place and whether interviews etc will be recorded ( audio or video)
* Explain what information you will be obtaining from or about the participant. If access to participants’ records.eg medical records, is being sought, state what information will be extracted ( explicit consent is required)
* Identify who will have contact with the participants to conduct the research procedures, eg perform tests or conduct interviews, focus groups etc. For specialist procedures, provide advice on the qualifications or expertise of the investigator performing the procedure.
* Where a participant has the option of participating in one, or more than one, component of a project, this must be made clear with a statement like, If you choose to participate by returning the questionnaire, you are not obligated to agree to an interview.
* Make it clear which aspects, if any, of the project are experimental.

### Are there risks and benefits to me in taking part in this study?

[Provide an objective description of the known and potential risks/discomforts and benefits.]

Any benefits to the participants should be identified, but not exaggerated. If there is no reasonable chance of a benefit then this needs to be stated, eg There will be no benefit to you in participating in this research, or We cannot promise you any benefit from participating in this research.

This section should deal with benefits to the individual participant, not general benefits such as those for future generations, society, or the advancement of knowledge.

Any risks to participants should be identified and if an injury occurs what procedures are in place to assist

participants and who will pay for any treatment required.

### How is this study being paid for?

[If an external body funds the research, state the organisation and whether the organisation will have

any input in the research results].

### Will taking part in this study (or travelling to) cost me anything, and will I be paid?

If there is any reimbursement or payments to participants, provide details. Include how and when

participants will be paid and what happens if they withdraw partway through the study.

### What if I don't want to take part in this study?

Participation in this research is entirely your choice. Whether or not you decide to participate, is your decision and will not disadvantage you. Only those who give their informed consent will be included in the project.

### What if I participate and want to withdraw later?

For projects where the data are identifiable or re-identifiable, participants who withdraw should have the option of withdrawing their data; however, this is not possible in some cases, such as focus group discussion. Anonymously collected data cannot be withdrawn.

### How will my confidentiality be protected?

[State how the research data will be kept secure, who will have access to it, and how long it will be

retained.]

In many research projects, but not necessarily all, names and identifying information will be kept confidential. Explain how this will be managed.

There are limits on assurances of confidentiality as the law may subpoena research data/records. For example, any information collected by the researchers that might identify you will be stored securely and only accessed by the researchers unless you consent otherwise, except as required by law. Suppose no identifying information is to be collected, eg anonymous questionnaires. In that case, the statement could be The questionnaire is anonymous, and it will not be possible to identify you from your answers.

The data will be retained for at least five years at [state where – for research conducted by University Staff at least a copy of the data used for analysis is to be held at the Charles Sturt University]

If data are identifiable, how will confidentiality be ensured, eg replacing names with numerical codes. When will identifiers be permanently removed?

The information that might identify participants is not disclosed without their prior consent. This is particularly important for interview, oral history, focus groups, imagery or performance data, where individuals might be quoted or directly or indirectly identified. Explicit consent is required in this case, and participants must understand the intended use of their material before granting consent.

Focus Groups Discussions. A request should be made to the focus group participants to maintain the confidentiality of the group discussion and not divulge the specific content to outside parties.

Illegal behaviour. Suppose there is a possibility that participants could report incidences of criminal behavior during their participation, eg in a survey or during an interview. In that case, there should be a warning in the information statement that if they provide specific details about an incident (Eg date, place, perpetrators), the researcher may be obliged to report the information to the police.

### What will happen to the information that I give you?

[Explain how and where the data will be reported or presented]

For example, in papers in scientific journals, in a thesis to be submitted for Ms X’s degree; at a public exhibition. Please note that in some circumstances, participants may agree to be identified or their comments accredited to them.

[Explain what information about the participants will be reported],

For example, individual participants will not be identified in any reports arising from the project.

Audio and Videotaping. If audio and videotaping are to be used, include whether participants will be given an opportunity to review the recording, eg You will be able to review the recording to edit or erase your contribution. Where audio tapes are to be transcribed, it should extend to recording and/or transcripts.

[Explain what feedback will be available to participants about the results of the study.]

### What should I do if I want to discuss this study further before deciding?

If you would like further information, please contact [name and contact details of the person(s) that potential participants can obtain additional information about the project].

At least one contact must be the Chief Investigator or Project Supervisor. Only work contact details to be used for Charles Sturt staff or for students a mobile phone number. Do not use home and personal email addresses. For research with international collaborators or to be conducted overseas, an international contact number is to be included.

### Who should I contact if I have concerns about the conduct of this study?

Please include the following information in its entirety

Charles Sturt University’s Human Research Ethics Committee has approved this project. If you have any complaints or reservations about the ethical conduct of this project, you may contact the Committee through the Research Integrity Unit via the following contact details:

The Presiding Officer

Human Research Ethics Committee

Research Integrity Unit

Locked Bag 588

Wagga Wagga NSW 2678

Phone: (02) 6933 4213

Email: ethics@csu.edu.au

Any issues you raise will be treated in confidence and investigated thoroughly, and you will be informed of the outcome.

### Conclusion

Remind participants to keep the information sheet using these words or similar.

Thank you for considering this invitation. This information sheet is for you to keep.