[Reference Number: )

 [*Date*]

***TITLE OF PROJECT***

**INFORMATION SHEET FOR**

**PARTICIPANTS or PARENTS / GUARDIANS ETC.**

*(Tailor the title and labelling as appropriate for your participants)*

Thank you for showing an interest in this project. Please read this information sheet carefully before deciding whether or not to participate. If you decide to participate, we thank you. If you decide not to take part there will be no disadvantage to you and we thank you for considering our request.

**What is the Aim of the Project?**

*Provide a brief summary of the project in terms your participants can easily understand.* *Provide* a *clear and concise explanation, in lay terms, of the major aim(s) of the project. Avoid academic/technical terms or provide a definition of them. Mention if the project is part of a specific course e.g. This project is being undertaken as part of the requirements for [name of student’s] Postgraduate Diploma in Science.*

**What Type of Participants are being sought?**

*Provide a* *statement of the type of participants being sought which includes information about the following:*

* *Recruitment method*
* *Method of obtaining participant names (where relevant)*
* *Selection criteria (where relevant)*
* *Exclusion criteria (where relevant)*
* *Number of participants to be involved*
* *Details of reimbursement of expense/payments offered for participation (where relevant. Care must be taken in particular to avoid phrases like “payment for your time”, which has tax implications.)*
* *Description of any benefit or information which the participant will have access to as a result of participating in the research*

**What will Participants be Asked to Do?**

Should you agree to take part in this project, you will be asked to

[*Clear and concise explanation in lay terms of:*

* *The procedures in which the participants will be involved*
* *The time commitment required (for interviews, surveys, focus groups, etc.)*
* *Any support or health and safety processes in place to deal with adverse physical or psychological risks associated with participating in the research*
* *Description of any discomforts, risks or inconvenience to participants as a result of participation.*]

Please be aware that you may decide not to take part in the project without any disadvantage to yourself of any kind.

**What Data or Information will be Collected and What Use will be Made of it?**

*[There is a distinction between the raw data or information collected by the researcher and the data/information that will be written up in the completed research. The potential participant has a reasonable expectation to know:*

* *What raw data or information will be collected?*

*-Will participants be audio or video recorded? How will this be used?*

*-What personal information will be collected?*

*-What are the purposes for which the data or information are being collected/What use will it be put to?*

* *Who will have access to the data or information?*

*-Participants should be made aware of all those who will have access to the data or information (student researchers, supervisors, other staff such as research assistants, typists, transcribers, staff making photocopies, outside organisations, including funding entities).*

*-If the research is externally funded, will there be any commercial use of the data?*

* *How will data or information be securely managed, stored and destroyed?*

*Participants should be made aware of the data and information which will be stored for possible future scrutiny in secure storage and what data and information will be destroyed at the end of the project. A statement should be included on the Information Sheet setting this out:*

The data collected will be securely stored in such a way that only those mentioned below will be able to gain access to it. Data obtained as a result of the research will be retained for **at least 5 years** in secure storage. Any personal information held on the participants [*such as contact details, audio or video tapes, after they have been transcribed etc,*] may be destroyed at the completion of the research even though the data derived from the research will, in most cases, be kept for much longer or possibly indefinitely.

***Anonymity or Disclosure – Please ensure your Information Sheet is consistent with the Consent Form in terms of whether or not participants data will be presented in de-identified or identified form.***

* *What data or information will be reflected in the completed research?*

*-Some research projects protect anonymity, others do not. The important factor is that the participant be made aware of whether or not they will be identified.* ***No participant should be identified without their consent****. It is the duty of the researcher to make clear to the participant the extent to which their participation will be known to others.*

*-Sometimes anonymity is not preserved despite the best efforts of researchers. Absolute claims to guarantee anonymity should therefore be avoided.*

***If you intend that participants’ contributions will remain de-identified, please use the following phrase****:*

The results of the project may be published and will be available in the University of Otago Central Library - Te Pātaka Kura Pokapū o te Whare Wānanga o Ōtākou, but every attempt will be made to ensure that you will not be identified.

***In this case the Consent Form would not offer any options regarding identification*.**

***If participants may be able to be identified (e.g. a small participant pool) or can choose whether or not to be identified, please consider the following phrases and adapt them to your circumstances:***

*-Where de-identification cannot be preserved a statement to this effect should be made on the Information Sheet such as:*

 Due to the nature of the research whereby …(give reasons why participants data cannot be de-identified) it will not be possible/desirable (choose one) to de-identify your contributions in the completed research.

On the Consent Form you will be given options regarding identification and you will be able to choose whether you wish to have your contributions de-identified or be made identifiable. Please be aware that should you wish we will make every attempt to ensure that you will not be identified. However, with your consent, there are some cases where it would be preferable to attribute contributions made to individual participants. It is absolutely up to you which of these options you prefer.

***In this case, please ensure the Consent Form either provides options for participants to choose whether or not to be identified; or contains a phrase allowing explicit consent to be named/identified.***

* *Will the participants have the opportunity to correct or withdraw the data/information?*

*-Will participants be given the opportunity to view the data or information that relates to them either before or after the completion of the research? At what stage will this opportunity be given to them?*

*- Some types of research such as oral history and documentary film making etc. are appropriate for storage for the purposes of posterity. If this is the case, the research might involve transfer to a public repository and should include an agreement, for example, a separate release form, with the participants which clarifies the placement and access to the recorded material.*

* *Will participants be provided with the results of the study? If so they should be informed of this.*
* *If the project involves any form of* ***open questioning technique****, i.e. where the questions have not been prescribed in advance and consequently not reviewed by the University of Otago Human Ethics Committee, a statement along the lines of that set out below should be included in the Information Sheet. The Information Sheet for should include the general line of questioning even if the precise questions are unknown.*

 This project involves an open-questioning technique. The general line of questioning includes…**[insert topics here]**. The precise nature of the questions which will be asked have not been determined in advance, but will depend on the way in which the interview develops. Consequently, although the University of Otago Human Ethics Committee -Te Pae Matatika Tangata, Ōtākou Whakaihu Waka is aware of the general areas to be explored in the interview, the Committee has not been able to review the precise questions to be used.

In the event that the line of questioning does develop in such a way that you feel hesitant or uncomfortable you are reminded of your right to decline to answer any particular question(s) and also that you may withdraw from the project at any stage without any disadvantage to yourself of any kind.

**Can Participants Change their Mind and Withdraw from the Project?**

*Participants should normally be given the opportunity to withdraw themselves and their data or information from the project. The information sheet should include a statement such as:*

You may withdraw from participation in the project at any time [*explain the final point of withdrawal if appropriate]* and without any disadvantage to yourself of any kind*.*

**What if Participants have any Questions?**

If you have any questions about our project, either now or in the future, please feel free to contact either:-

*Name of Student Researcher* and *Name of Supervisor*

Department of … Department of …

University Telephone Number:- ... University Telephone Number:- …

Email Address … Email Address …

*[Home contact details of student researchers should not be included unless a special case is made to, and approved by, the University of Otago Human Ethics Committee - Te Pae Matatika Tangata, Ōtākou Whakaihu Waka . Students should use their university email address]*

This study has been approved by the Department stated above. However, if you have any concerns about the ethical conduct of the research you may contact the University of Otago Human Ethics Committee Te Pae Matatika Tangata, Ōtākou Whakaihu Waka through the Human Ethics Committee Administrator (ph +643 479 8256 or email humanethics@otago.ac.nz). Any issues you raise will be treated in confidence and investigated and you will be informed of the outcome.