# Appendix D1: Participant Information Sheet Exemplar

##### Instructions for use of this exemplar:

1. This section is provided to assist you in the effective use of this exemplar.
2. Comprehensive information about AUT’s ethics approval processes may be found on the Research ethics website at <http://aut.ac.nz/researchethics> and in particular the guidelines for the use of this exemplar (Appendix D).
3. If your research requires ethics approval by a Health and Disability Ethics Committee, please ensure that your Information Sheet conforms to the template given in the Quick Links section on the HDEC website at http://ethics.health.govt.nz/.
4. It is recommended that researchers use the format of this exemplar though this is not compulsory. The following content however is compulsory and must be incorporated into your Information Sheet:
	1. The AUT brand and logo;
	2. The two paragraphs in the section titled ‘What do I do if I have concerns about this research?’ (note that the wording given in the template **must** be used);
	3. The AUTEC approval details (Note that the date of approval is the date of the memo from the Executive Secretary giving final ethics approval, not the date of the AUTEC meeting).
5. The primary purpose of an Information Sheet is to ensure that people are able to give informed consent to participating in your research. The quantity and quality of the information needs to be adequate. Remember that you may only use the data for the purposes for which it has been given so please ensure that you advise your participants of all likely uses.
6. The question and answer format is used in the exemplar because participants and researchers have advised that it is a successful format. If you think that your research would be better served by a different format, then use it, but ensure that you’ve covered all the points. In the same way, feel free to delete or add questions and answers as is appropriate to your research.
7. Do delete sections that are not applicable to your research.
8. Do adjust the header and footer sections.
9. *It is very important that your language is appropriate for the culture and age-group of the people who will read it.*
10. This is an Information Sheet for participants which will be used under the auspices of the University – please use simple language to describe your research and the processes involved, be friendly and encourage the reader to participate in your research, and ***ensure that your grammar and spelling are of a high quality.***
11. When you have drafted your Information Sheet, and **before** you submit it with your application, delete this instruction section and ensure that you have deleted all the advice typed under the headings in the exemplar.

Before submitting this with your application, please note the following:

* Incomplete or incorrectly formatted applications will not be considered by AUTEC;
* Please check online for the most recent version of this exemplar before submitting your application;

This Information Sheet needs to be submitted, along with the application and all associated documents as follows:

* In printed form;
* With the required signatures in the relevant part of the application form;
* Single sided;
* Using clips rather than staples;
* Please deliver or post to the AUTEC Secretariat, room WU406, fourth floor, WU Building, City Campus. The internal mail code is D-88. The courier address is 46 Wakefield Street, Auckland 1010. Alternatively, please hand the application to the Research Ethics Advisor in person at one of the Drop In sessions at any of the four campuses (http://www.aut.ac.nz/researchethics/resources/workshops-and-drop-inns).
* Applications should be submitted once they have been finalised. For a particular meeting it needs to have been received in the AUTEC Secretariat by 4 pm on the relevant agenda closing day [AUTEC’s meeting dates are listed in the website at http://www.aut.ac.nz/researchethics]. As many applications are reviewed under delegated authority, applicants are encouraged to submit their applications once they are ready rather than waiting for the closing date.
* If sending applications by internal mail, please post them at least two days earlier to allow for any delay that may occur.

Participant Information Sheet

If you will be using more than one Information Sheet, it helps to put a note here stating for which participants you will be using this sheet.

# Date Information Sheet Produced:

dd mmmm yyyy

# Project Title

Enter your title here.

An Invitation

Identify and introduce yourself and invite the reader to participate in your research. Remember to address your information to the potential participants (consistent use of the 1st person when referring to yourself and the 2nd person when referring to the potential participant is highly recommended). If the research will contribute to a qualification, this is the place to state that also. If there are potential conflict of interest issues this is the place to tell participants that whether they choose to participate or not will neither advantage nor disadvantage them.

# What is the purpose of this research?

The advice here should reflect your response to sections A.6 and B.9 of the EA1 application. Remember to include the details of any qualifications, presentations, or publications that will result from your research. A useful statement to use is

The findings of this research may be used for academic publications and presentations.

# How was I identified and why am I being invited to participate in this research?

Describe the recruitment and selection process involved. Tell the potential participants how and why they have received this Information Sheet. Advise them of the inclusion criteria for your study. If your selection process has exclusion criteria, this is the place to identify those criteria.

# How do I agree to participate in this research?

How do potential participants let you know that they want to take part in the research? Do they need to complete a Consent Form and if so, where do they obtain it? If they will not need to complete a Consent Form, describe what will occur. Also, make clear that participation is voluntary. You need to include the following wording:

Your participation in this research is voluntary (it is your choice) and whether or not you choose to participate will neither advantage nor disadvantage you. You are able to withdraw from the study at any time. If you choose to withdraw from the study, then you will be offered the choice between having any data that is identifiable as belonging to you removed or allowing it to continue to be used. However, once the findings have been produced, removal of your data may not be possible.

# What will happen in this research?

Describe in adequate detail what the project involves and what the participants will have to do and where this will take place. If there will be a control group involved, this is a good place to provide advice about that. Remember that consent cannot be valid unless it is adequately informed and that you are able to use the data you collect only for the purposes for which it has been collected.

# What are the discomforts and risks?

Provide a full, and friendly, description.

# How will these discomforts and risks be alleviated?

Provide a full, and friendly, description. If you have decided to make counselling or other support opportunities available, please provide the contact details and terms for the counselling service or services to which you are referring the participants. If this will be AUT Student Counselling and Mental Health, then you will need to include the following wording:

AUT Student Counselling and Mental Health is able to offer three free sessions of confidential counselling support for adult participants in an AUT research project. These sessions are only available for issues that have arisen directly as a result of participation in the research and are not for other general counselling needs. To access these services, you will need to:

* drop into our centre at WB203 City Campus, email counselling@aut.ac.nz or call 921 9292.
* let the receptionist know that you are a research participant, and provide the title of my research and my name and contact details as given in this Information Sheet.

You can find out more information about AUT counsellors and counselling on <https://www.aut.ac.nz/student-life/student-support/counselling-and-mental-health>

# What are the benefits?

Please read the guidelines for this exemplar before answering. If the research may assist you in obtaining a qualification, this is a good place to advise potential participants about this.

# What compensation is available for injury or negligence?

If this section does not apply to your research, delete it. If you are involved in health research or some other research that may result in the need for compensation, then the following standard wording must be used:

In the unlikely event of a physical injury as a result of your participation in this study,rehabilitation and compensation for injury by accident may be available from the Accident Compensation Corporation, providing the incident details satisfy the requirements of the law and the Corporation's regulations.

# How will my privacy be protected?

Address any issues of confidentiality that have not already been identified in the sections on discomforts and risks. State clearly what level of confidentiality is achievable and how this will be implemented. Remember that anonymity means that the researcher does not know who the participant is; in all other cases the issue is one of confidentiality and the words ‘anonymous’ and ‘anonymised’ are not to be used. If participants will be identified, then make sure they are told that and that appropriate options are included in the Consent From.

# What are the costs of participating in this research?

Remember to include a realistic indication of the cost in terms of the participant’s time.

# What opportunity do I have to consider this invitation?

Remember to provide a reasonable timeframe. AUTEC recommends that one month is usually a reasonable period of time for potential participants to be given.

# Will I receive feedback on the results of this research?

When people have been kind enough to provide you with information for your research, it is courteous for you to let them know what it was that you found out. A one or two page summary of the findings is sufficient. For anonymous surveys, it is recommended that you provide the participants with an url at which they will be able to read a summary of the findings. If the answer is ‘no’, then provide the participant with the reason and if the answer is ‘yes’ then explain how this will happen.

# What do I do if I have concerns about this research?

*The wording here is mandatory. Make sure you include the international prefix if the participants are likely to be calling from overseas.*

Any concerns regarding the nature of this project should be notified in the first instance to the Project Supervisor, *enter name, email address, and a work phone number*.

Concerns regarding the conduct of the research should be notified to the Executive Secretary of AUTEC, *ethics@aut.ac.nz* , (+649) 921 9999 ext 6038.

# Whom do I contact for further information about this research?

Please keep this Information Sheet and a copy of the Consent Form for your future reference. You are also able to contact the research team as follows:

Researcher Contact Details:

Provide the name and all relevant contact details. Note that for personal safety reasons, AUTEC does not allow researchers to provide home addresses or phone numbers.

Project Supervisor Contact Details:

Provide the name and all relevant contact details. Note that for personal safety reasons, AUTEC does not allow researchers to provide home addresses or phone numbers.

**Approved by the Auckland University of Technology Ethics Committee on *type the date final ethics approval was granted*, AUTEC Reference number *type the reference number*.**