

## Participant Information Sheet

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

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

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 our 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 *[If their data cannot be withdrawn or there is a timeframe for their withdrawal it needs to be clearly stated here.]*

This Participant information sheet is given to you to keep. You will also be given a consent form to sign and return. 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 University of Queensland.

### What is this research about?

*[Briefly but clearly explain the purpose of the study, who is organising and funding the research. Avoid technical terms and jargons. If you have to use them make sure you explain the meaning of these terms.]*

### What will I need to do?

If you agree to participate [explain details of participation – note audio recording of interview and clearly state **a)** duration of participation, **b)** location of participation, *[if applicable]* **c)** acknowledgement of participation and thanks (e.g. gift cards, reimbursement for expenses etc.)

### 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? Can relevant independent counselling services be identified? If so please provide the contact details here.]*

### **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 (preferably UQ Research Data Manager <https://research.uq.edu.au/rmbt/uqrdm>) and who will have access to data. Will data be stored in an identifiable format? 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. The wide –ranging implications of extended consent should be explained to participants. 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.]*

*If permission is being sought to enter the information into a databank, please detail this to participants*

*If your research involves interviews or face-to-face contact with minors under the age of 18 or you have access to their health records, all records must be retained indefinitely. Please include the following statement “Records including recordings will be retained in accordance with the obligations under the Public Records Act 2002 and associated State policies, retention and disposal schedules and other official advice issued by the Queensland State Archives’ State Archivist <https://www.qld.gov.au/dsiti/qsas>”*

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.

### **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, and you will not be disadvantaged in any way if you withdraw. 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 study adheres to the Guidelines of the ethical review process of The University of Queensland and the National Statement on Ethical Conduct in Human Research. Whilst you are free to discuss your participation in this study with the researcher contactable on [*insert email or phone number. If a mobile phone number is provided please ensure it is a Project specific one and not a personal mobile number*] if you would like to speak to an officer of the University not involved in the study, you may contact the Ethics Coordinator on +61 7 3365 3924/ +61 7 3443 1656 or email [humanethics@research.uq.edu.au](mailto:humanethics@research.uq.edu.au)

This research Ethics ID number: [*insert*]