

Insert Researcher's Institutional letterhead

PARTICIPANT INFORMATION SHEET

Title of Research Project:

Invitation

You are invited to participate in a research project investigating *(give a description of the study)*

The research is being conducted by *(insert name/s of the researcher and contact details)*

1. What is the research about?

(Briefly describe the purpose or objective/s of the study)

2. Why have I been invited to participate in this research? Do I have to take part?

(Briefly explain why the participant was invited to participate or is eligible to participate)

Your participation in this research is voluntary. While we would be pleased to have you participate, we respect your right to decline. You may withdraw from the research at any time without giving a reason.

If you agree to participate please give your consent on the next page or on the online survey.

3. What does this data collection exercise involve?

Briefly explain how long the participant will be involved in the research, what will be involved (e.g. interview, focus group, observation, survey), how often they will need to participate and for how long each time.

If applicable detail how participation will be arranged and describe any reward (payment or voucher etc) that may be provided.

4. What are the possible risks?

This is not always relevant but if there are any risks or disadvantages these should be described and arrangements made to respond to them must be explained.

INFORMED CONSENT FORM

Title of research Project:

I have read and understood the information provided to me about my participation in the above research project	<input type="checkbox"/> Yes <input type="checkbox"/>No			
I agree to participate in the above research project	<input type="checkbox"/> Yes <input type="checkbox"/>No			
My participation is through	<i>(tick the applicable option/s)</i>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Online Survey</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/>Yes</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/>No</td> </tr> </table>	Online Survey	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Online Survey	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Interview</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/>Yes</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/>No</td> </tr> </table>	Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Focus Group</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/>Yes</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/>No</td> </tr> </table>	Focus Group	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Focus Group	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 2px;">Observation</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/>Yes</td> <td style="width: 20%; padding: 2px;"><input type="checkbox"/>No</td> </tr> </table>	Observation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Observation	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<i>(researcher to include the following statements if applicable)</i>				
I agree to the interview/ focus group/ consultation being audio recorded	<input type="checkbox"/> Yes <input type="checkbox"/>No			
I agree to the interview/ focus group/ consultation being video recorded	<input type="checkbox"/> Yes <input type="checkbox"/>No			
I agree to the use of anonymised quotes in publications	<input type="checkbox"/> Yes <input type="checkbox"/>No			

Date

Signature

NB! if the researcher will be using an online survey this consent form with the above statements can be uploaded online and consent may be provided through ticking the "yes" option