Participant Information Template Version 2

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|  |  | **Xxxxxxxxxx Office****Discipline of Xxxxxxxxx****School of Xxxxxxxxx****Faculty of Xxxxxxxxx** |
|  | **CHIEF INVESTIGATOR / SUPERVISOR NAME***Chief Investigator /Supervisor Title* | Room XXXBuilding and codeUniversity Address Telephone: xxxx xxxxFacsimile: xxxx xxxxEmail: XXXXXXXXXXXWeb: XXXXXXXXXXX |

**[*INSERT* Title of Study]**

# Participant information statement

**(1) What is the study about?**

You are invited to participate in a study of*[provide a brief description of the aims and objectives of the study in lay terms, including what you expect to achieve]*

**(2) Who is carrying out the study?**

The study is being conducted by [*INSERT* name and position] and [*if appropriate*] will form the basis for the degree of [*INSERT* degree undertaken] at The University of Sydney under the supervision of [*INSERT* name of supervisor and position].

**(3) What does the study involve?**

[Describe in lay terms what the study involves for the participant. The participant must be in a position to give fully informed consent. e.g.

* Does it involve audio/video taping, procedures, questionnaires, surveys, focus groups, interviews, and return of questionnaires?
* Indicate the location of study and focus groups/interviews.
* Indicate what is to be expected (i.e., the nature of activities, types of questions asked, line of discussion in focus groups, what is involved in any procedures, frequency, etc).
* Describe the nature and level of any risks to which the participant might be exposed if they were to take part.
* Describe appropriate alternative procedures that might be advantageous to the participant, if any. Any standard treatment that is being withheld must also be disclosed.]

**(4) How much time will the study take?**

*[Describe how much time this study involved for the participant i.e. time to complete questionnaire/surveys, time allocated to conduct interviews/focus groups etc.]*

**(5) Can I withdraw from the study?**

Being in this study is completely voluntary – you are not under any obligation to consent and - if you do consent – you can withdraw at any time without affecting your relationship with The University of Sydney [*INSERT*, if necessary, schools or other institutions relating to your research].

*[Paragraph for Interviews – if applicable]*

You may stop the interview at any time if you do not wish to continue, the audio recording *[add video if appropriate]* will be erased and the information provided will not be included in the study.

*[Paragraph for Focus Groups – if applicable]*

If you take part in a focus group and wish to withdraw, as this is a group discussion it will not be possible to exclude individual data once the session has commenced.

*[Paragraph for the return of questionnaires/survey if not having a consent form – if applicable]*

Being in this study is completely voluntary and you are not under any obligation to consent to complete the questionnaire/survey. Submitting a completed questionnaire/survey is an indication of your consent to participate in the study. You can withdraw any time prior to submitting your completed questionnaire/survey. Once you have submitted your questionnaire/survey anonymously, your responses cannot be withdrawn.

**(6) Will anyone else know the results?**

All aspects of the study, including results, will be strictly confidential and only the researchers will have access to information on participants *[INSERT the phrase “*except as required by law*”, if applicable to the study]*.

*[INSERT if applicable to the study]* A report of the study may be submitted for publication, but individual participants will not be identifiable in such a report*.*

**(7) Will the study benefit me?**

*[If there is any direct financial or non-financial benefit, describe the amount or nature. If there is a possibility of additional costs because of participation, describe them. If no benefits are expected include the following statement: “*We cannot and do not guarantee or promise that you will receive any benefits from the study”]

**(8) Can I tell other people about the study?**

**(9) What if I require further information about the study or my involvement in it?**

When you have read this information, *[INSERT* name of investigator*]* will discuss it with you further and answer any questions you may have. If you would like to know more at any stage, please feel free to contact *[INSERT* names, positions and university email/phone numbers*].*

**(10) What if I have a complaint or any concerns?**

Any person with concerns or complaints about the conduct of a research study can contact *[INSERT* names, positions and university email/phone numbers*].*