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# Participant Information and Consent Form

# [Study Title]

## This sheet has information about research called

## [Insert a description of the research]

Research means finding out what people think about things and using the information to help other people.

You can ask someone you trust to help you understand this sheet.

**Who is doing the research? What is it about?**

My name is [CI Name]. I am a researcher at the University of New South Wales. I am working with [PI names].

We want to find out about [simple summary of research aim].

We also want to find out [any further detail].

**What does taking part involve?**

**Survey**

Taking part involves filling in some questions on paper/online.

We will ask you about:

* [insert types of questions/themes]
* [insert types of questions/themes]

You can choose which questions to answer. You can say no if you don’t want to answer a question.

You can do the questions whenever you want to. It will take about [insert time commitment].

OPTIONAL: You will [go in a draw for XXX] to say thank you.

**Interview**

Taking part involves answering some questions [in person/on the phone].

We will ask you about:

* [insert types of questions/themes]
* [insert types of questions/themes]

You can choose which questions to answer. You can say no if you don’t want to answer a question.

We will ask to record what you say. If you don’t want us to, that is OK. We will take notes instead.

It will take about [insert time commitment].

[If meeting in person] We will meet you at a place you choose. It could be:

* A private room at [insert location]
* A public place, like a café or library.

If you want to, you can bring someone you trust to help you.

OPTIONAL: You will get a [insert reimbursement] to say thank you.

**Focus group**

Taking part involves answering some questions in a group. There will be about [number of people] in the group.

We will ask you about:

* [insert types of questions/themes]
* [insert types of questions/themes]

You can choose which questions to answer. You can say no if you don’t want to answer a question.

We will ask to record what you say. Because it is in a group, there is no option to take notes instead.

It will take about [insert time commitment].

If you want to, you can bring someone you trust to help you.

The group will meet at [insert location].

OPTIONAL: You will get a [insert reimbursement] to say thank you.

**Do I have to take part?**

You only have to take part if you want to.

You can say no. It’s your choice. No one will be angry if you say no.

Even if you say yes, you can change your mind later and stop taking part.

**What will happen to my information?**

We will store your information at [insert location] for [insert retention period].

We will keep your information private.

We will not tell anybody your name or where you live.

No one will know it was you who took part.

We will write about what we find out.

If you want, we will send you a summary.

**Who can I get in touch with about the research?**

If you have any questions, get in touch with:

[insert name and contact details of Chief Investigator]

Name:

Phone:

Email:

If you want to complain about the research, you can get in touch with the Human Research Ethics Coordinator. It is their job to listen to you and find out what happened.

Phone: (02) 9385 6222

Email: humanethics@unsw.edu.au

Tell them this number: HC####

If you feel upset after taking part, you can talk to some who supports you or call:

[insert support service contact]

**I want to take part**

**FOR SURVEYS**

If you want to take part, click on the link below to start answering questions. If you change your mind you can close the page at any time, and we will not use your information. When you finish, we will use your information.

[insert survey link]

**I want to take part**

**FOR INTERVIEWS**

**[insert project title]**

I am signing this form because I understand about the research and I want to take part.

My signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that you will only use my contact details for me to take part in the research and to tell me about the findings afterwards.

Witness signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A witness is someone who saw you sign the form.

**I don’t want to take part anymore**

**[insert project title]**

I am signing this form because I changed my mind. I don’t want to take part anymore and I don’t want you to use what I said.

My signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A witness is someone who saw you sign the form.

**Send this form to:**

[insert CI contact details]