

*Insert researcher's institutional letterhead*

## **PARTICIPANT INFORMATION SHEET**

### **Research Project**

**Title:** .....  
*(Use plain English equivalent if a technical title)*

#### **Invitation**

You are invited to participate in a research study into *(lay description of study)*.  
The study is being conducted by *(insert name/s and position/s)*

#### **1. What is the study about?**

- *Describe the purpose or objectives of the study.*

#### **2. Why have I been invited to participate in this study? Do I have to take part?**

- *Explain why the participant was invited or is eligible to be part of the study.*
- *Participation is voluntary: "Your participation in this study is voluntary. While we would be pleased to have you participate we respect your right to decline. If you decide not to participate this will not affect your (relationship with the researchers or relevant UnitingCare agency or access to or quality of services received). You can withdraw from the study at any time without giving a reason*
- *If you do decide to take part you will be given this information sheet to keep and will be asked to sign a consent form.*

#### **3. What does this study involve?**

- *In this section detail how long the participant will be involved in the research, what will be involved (for example interview, focus group, survey), how often they will need to participate and for how long each time.*
- *You may wish to detail how participation will be arranged and a description of any reward (payment or gift voucher) that will be provided.*

#### **4. What are the possible risks and benefits of participation?**

- *This is not always relevant but if there are any risks or disadvantages these should be set out and arrangements to respond to them explained (for example – if a participant becomes distressed during or after the research they may seek support from x or contact y. If the person is welcome to seek support from UnitingCare staff this should be noted and notes about contacting confidential support services such as Lifeline or Kids Helpline provided.*
- *It could be helpful to explain any potential benefits (individual or collective) from the research.*

**5. Will my participation be kept confidential?**

- *Explain to the person that all information about them will be kept confidential and how the data will be stored and retained. You may wish to explain that they will not be identified in any report/publication.*
- *Where there is a risk that a study might unintentionally discover information subject to mandatory reporting requirements or illegal activity you should state that “only the researchers will have access to the information you provide except as required by law”.*

**6. What will happen to the results of the research project?**

- *Explain what will happen to the results, when the research will be published, how the participant can obtain a copy and how any direct feedback to them will be provided.*

**7. What if I require further information?**

- *Provide relevant contact details: If you would like to discuss any aspect of this study please feel free to contact either xxx on ph xxx or xxx on ph xxx. We would be happy to discuss any aspect of the research with you.*

**8. What if I have a complaint or concerns?**

- *State that this study has been approved by (insert relevant institution and approval number) and the UnitingCare NSW.ACT Research Advisory Group. If you have concerns or complaints about the conduct of this study please contact (insert institution contact details) or the Convenor of the Research Advisory Group on (02) 9407 3228 or via [researchadvisory@nsw.uca.org.au](mailto:researchadvisory@nsw.uca.org.au).*

**Thank you for taking the time to consider this study.**

**If you wish to take part in it, please sign the attached consent form.**

**This information sheet is for you to keep.**

*(Note that where participants have poor literacy skills the information sheet will need to be read to them. Where participants do not speak English as their first language a translation of the information sheet and consent form should be provided by a qualified translator.)*