## Information Sheet Template – EXPERIMENTS – OBSERVATIONS

1. *This template is the starting point for constructing a participant Information Sheet for EXPERIMENTAL or OBSERVATIONAL research.*
2. *Example/suggested text has been provided in places. Please ensure this document is fully edited so the information is relevant and accurate for your study.*
3. *Please use everyday easy-to-understand language (e.g., short sentences, avoid jargon, avoid passive sentences, explain technical terms, and consider the audience).*
4. *Please delete or replace all [instructions] and italicised information before submitting with your application to the Human Research Ethics committee (e.g., these instructions).*



*[UC School or Department]*

Phone: +64 3 *[a UC School/ Departmental number or a mobile number used solely for purposes of the study is recommended – do not use a personal number]*

Email: *[UC email address]*

*[Date]*

HREC Ref: *[Provided by HREC when study approved]*

***[Study Title]***

**Information Sheet for participants**

*[Greeting e.g., Kia ora]*

You are invited to participate in a research study on *[topic/focus of the research].* This study is being conducted by *[name of main researcher or research team]* from the University of Canterbury ׀ Te Whare Wānanga o Waitaha (UC). Other research team members include *[name of supervisors or other team members]*. The study is being carried out as a requirement for *[course or degree – if relevant].*

**What is the purpose of this research?**

This research aims to determine [*brief details about the purpose of the study].* I am/We are interested in finding out about *[focus of the research].* The information from this study will help to *[details about any broad or specific research outcomes etc.].*

**Why have you received this invitation?**

You are invited to participate in this research because you [*provide reasons for recruiting the participant e.g. you have responded to a request for participants. OR We obtained your contact information from publicly available sources. OR Other people shared information about this study with you because they thought you may be interested in it].*

Your participation is voluntary (your choice). If you decide not to participate, there are no consequences. Your decision will not affect your relationship with me, the University of Canterbury or any member of the research team *[or external organisation – if applicable].*

**What is involved in participating?**

If you choose to take part in this research, you will be asked to *[details of experiment/observation participation – when, where, and tasks].* I/we estimate that your participation will take around *[XX to XX minutes].*

**Are there any potential beneﬁts from taking part in this research?**

A potential benefit is that participants will develop further understanding of *[insert knowledge or topic area].*

OR

*[We do not expect any direct beneﬁts to you personally from participating in this interview. However, the information gathered will potentially benefit [possible future benefits].*

At the conclusion of the study I will provide you with [details of any inducement]. You will get this inducement even if you withdraw from the study *[if applicable].*

**Are there any potential risks involved in this research?**

*[We are not aware of any risks to participants in the research].*

OR

[*EXAMPLE: Some aspects of this study may cause some participants to become upset or distressed due to* [*explain potential reason*]. *If you become upset or distressed I/we will give you time to consider if you wish to proceed or withdraw from the study]*.

OR

[*List any other risks, e.g. potential physical discomfort, side effects*].

I may also suggest you consider contacting a support agency listed below.

**Support Agency Contact Information**

[Name] [Phone number or web address]]

**What if you change your mind during or after the study?**

You are free to withdraw at any time. To do this, please let me know either during the study or after you have finished. I/we will remove any information you have provided up to that point from the data set if it is still possible*.* Once data analysis has commenced on [*insert date*], the removal of your influence on the results will not be possible. However, you will always own the data, and can ask for it to be deleted at any point.

**What will happen to the information you provide?**

*[All data will be anonymous. We will not be able to identify you or link your identity with any information you provide].*

OR

*[All data will be confidential. To ensure your identity is not known to anyone outside the research team, we will keep your signed consent form in files separate from your observation results. Your identity will not be shared with anyone outside the research team].*

*[Please consider here the potential for other research team members to be added to the project at a later date – if this is a possibility, make it clear now, so you do not need to amend your application or re-contact your participants (if possible) at a later date].*

I/we will store all study data in password-protected files on the University of Canterbury computer network or in lockable cabinets in lockable offices. *[Anonymised data from the study will also be made available to other researchers from...].*

All data will be destroyed *[five/ten years]* after completion of the study/publication of study findings [*amend if the data is to be destroyed at the end of the project or kept indefinitely*]. *[Name of person/I]* will be responsible for making sure that only members of the research team use your data for the purposes mentioned in this information sheet.

**Will the results of the study be published?**

*[The results of this research will be published in a [Master’s/Doctoral thesis. This thesis will be available to the general public through the UC library] [delete if not applicable].* Results may be published in peer-reviewed, academic journals. Results will also be presented during conferences or seminars to wider professional and academic communities [*delete if not applicable*]. You will not be identiﬁable in any publication, *[unless you consent to this].* A summary of results will be sent to all participants who request a copy of these.

**Who can you contact if you have any questions or concerns?**

If you have any questions about the research, please contact: *[name: email address; name: email address; name: email address] [for student projects, questions should go to the researcher and concerns to the supervisor].*

This study has been reviewed and approved by the University of Canterbury Human Research Ethics Committee (HREC). If you have concerns or complaints about this research, please contact the Chair of the HREC at human-ethics@canterbury.ac.nz).

**What happens next?**

Please review the consent form. If you would like to participate, please sign, scan/take a photo of, and return the consent form to *[email, or hand back in person, or post to … as applicable].*