## Information Sheet Template – ONLINE SURVEYS

1. *This template is the starting point for constructing a participant Information Sheet for ONLINE SURVEYS.*
2. *Example/suggested text has been provided below. Please ensure this document is fully edited so the information is relevant and accurate for the research you plan to conduct.*
3. *Please use every day 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 text in square brackets [] and italicised instructions before submitting with your application to the Human Research Ethics Committee (e.g., these instructions).*



*[UC School or Department]*

Phone: *[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. 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 *[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 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, please complete the online survey that follows this information page. The survey involves answering [*XX questions about [topics]].* Completing the survey should 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 completing this survey. However, the information gathered will potentially benefit ... [*possible future benefits].*

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

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

OR

*[EXAMPLE: Some questions ask you to consider sensitive or personal information about [sensitive topic areas]. This may cause some participants to become upset or distressed. If you become upset or distressed we recommend you consider stopping the survey. You may also want to consider contacting one of the support agencies 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, simply close your browser window or the application (App) the survey is presented on. Any information you have entered up to that point will be deleted from the data set. *[For anonymous surveys add: As this is an anonymous survey it will not be possible to withdraw your information after you have completed the survey].*

***[What is the prize draw?***

*After completing the survey, you can choose to enter a random prize draw for one of XX $XX [type of incentives/vouchers]. This will involve clicking a link which will take you to another survey. [Entry into the draw is not linked to your responses to this survey. You can enter your contact information for the draw on a separate page]].*

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

All data will be anonymous *[/confidential].* *[If applicable: We will not be able to identify you or link your identity with any responses you provide].* All data will be stored on the University of Canterbury’s computer network in password-protected files. *[If applicable: 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 [*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*].

**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. 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 *[delete if inapplicable].*

I will send a summary of the research to you at the end of the study, if you request this. If you provide an email address for this purpose, it will not be linked with your survey responses.

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

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

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?**

If you would like a PDF version of this information sheet, please email [*name*] at the email address above.

Please read the following statement of consent and start the survey below.

**Statement of consent**

I have read the study information and understand what is involved in participating. By completing the survey and submitting my responses, I consent to participate.