

Format for Information Sheet

An Information Sheet is written in the form of a customised letter of invitation to each target group of research participants. It must contain all the information potential participants need in order to make an informed decision about whether or not they wish to participate in your research.

So that potential participants understand the nature of the proposed research, the Information Sheet must be written in language suitable for each target group, avoiding unnecessary specialist terminology.

To facilitate fully informed consent, an Information Sheet will typically contain the following sub-sections: (i) the researcher's personal introduction; (ii) a description of the project and an invitation to participate in the research; (iii) details of participant identification and recruitment; (iv) a concise description of each of the research procedures and the overall time commitment; (v) an explanation of how data will be gathered, stored, used and disposed of; (vi) a list of participants' rights; (vii) researcher and supervisor contact details; and (viii) compulsory statement(s).

The Information Sheet is distributed as part of the initial approach to potential participants. They use it both to inform their decision about participation and for reference during the research. The Information Sheet must therefore be separate from the Consent Form.

Prepare your Information Sheet/s based on the format on the next page remembering that it is an invitation to participate. The format indicates the different items of information that a prospective participant might need. However this will of course vary depending on the details of the specific research project. Please adjust the Information Sheet to the requirements of your specific project.

Please proof read to eliminate spelling and grammatical errors.

Project Title

INFORMATION SHEET

Researcher(s) Introduction

Include the name(s) of the researcher(s), and the type and purpose of the project. If the research is a student project, include the name of the degree. Staff researchers should include details of relevant qualifications and academic unit affiliation.

Project Description and Invitation

Include the following:

- *A brief summary of the project.*
- *An invitation to participate in the research (do not assume participation.)*

Participant Identification and Recruitment

Include details regarding:

- *Recruitment method.*
- *Method of obtaining participant names (where relevant).*
- *Selection criteria (where relevant).*
- *Exclusion criteria (where relevant).*
- *Number of participants to be involved and the reason for this number.*
- *Number of participants in the control group (where relevant).*
- *Details of compensation/reimbursement of expenses/payments offered for participation (where relevant).*
- *Description of discomforts or risks to participants as a result of participation.*

Project Procedures

Include details regarding:

- *The procedures in which participants will be involved.*
- *The time involved.*
- *Any conflict of financial interest and/or role.*
- *Any support processes in place to deal with adverse physical or psychological risks (where relevant).*

Data Management

Include details regarding:

- *Use of data.*
- *What will happen to the data when it is obtained.*
- *Storage and disposal of data.*
- *Method for accessing a summary of the project findings.*
- *Method for preserving confidentiality of identity (if offered).*

Participant's Rights

The following Statement of Rights must be included:

You are under no obligation to accept this invitation. If you decide to participate, you have the right to:

- *decline to answer any particular question;*
- *withdraw from the study (specify timeframe);*
- *ask any questions about the study at any time during participation;*
- *provide information on the understanding that your name will not be used unless you give permission to the researcher;*
- *be given access to a summary of the project findings when it is concluded.*

If recording individual interviews, include the statement:

- *ask for the recorder to be turned off at any time during the interview.*

If an anonymous Questionnaire is used, replace the above rights with the statement:

- *Completion and return of the questionnaire implies consent. You have the right to decline to answer any particular question.*

Project Contacts

- *Include the names and contact details of the researcher and supervisor.*
- *Invite participants to contact the researcher(s) and/or supervisor(s) if they have any questions about the project.*

Compulsory Statements

1. **APPLICATIONS TO A REGIONAL HEALTH & DISABILITY ETHICS COMMITTEE**
Use the approval statement from the relevant Health & Disability Ethics Committee:

2. **MUHEC APPLICATIONS**
The following statement is compulsory and **MUST** be included:

Committee Approval Statement

Select the appropriate statement:

This project has been reviewed and approved by the Massey University Human Ethics Committee: Northern, Application ___/___ (*insert application number*). If you have any concerns about the conduct of this research, please contact Dr Lily George, Acting Chair, Massey University Human Ethics Committee: Northern, telephone 09 414 0800 x 43923, email humanethicsnorth@massey.ac.nz.

This project has been reviewed and approved by the Massey University Human Ethics Committee: Southern A, Application ___/___ (*insert application number*). If you have any concerns about the conduct of this research, please contact Dr Lesley Batten, Chair, Massey University Human Ethics Committee: Southern A, telephone 06 356 9099 x 85094, email humanethicsoutha@massey.ac.nz.

This project has been reviewed and approved by the Massey University Human Ethics Committee: Southern B, Application ___/___ (*insert application number*). If you have any concerns about the conduct of this research, please contact Dr Rochelle Stewart-Withers, Chair, Massey University Human Ethics Committee: Southern B, telephone 06 356 9099 x 83657, email humanethicsouthb@massey.ac.nz.

3. **LOW RISK NOTIFICATIONS**
The following statement is compulsory and **MUST** be included:

"This project has been evaluated by peer review and judged to be low risk. Consequently, it has not been reviewed by one of the University's Human Ethics Committees. The researcher(s) named above are responsible for the ethical conduct of this research.

If you have any concerns about the conduct of this research that you wish to raise with someone other than the researcher(s), please contact Dr Brian Finch, Director, Research Ethics, telephone 06 356 9099 x 86015, email humanethics@massey.ac.nz".

4. **Include the following statement where appropriate.** (*Examples of research where it would be appropriate include projects involving physical exertion, invasive procedures or ingestion of substances.* Note that there are obvious categories of research, e.g. use of a questionnaire only, where it would not be appropriate. If in doubt, ask for advice from the Human Ethics Committee approving the application).

Compensation for Injury

If physical injury results from your participation in this study, you should visit a treatment provider to make a claim to ACC as soon as possible. ACC cover and entitlements are not

automatic and your claim will be assessed by ACC in accordance with the Accident Compensation Act 2001. If your claim is accepted, ACC must inform you of your entitlements, and must help you access those entitlements. Entitlements may include, but not be limited to, treatment costs, travel costs for rehabilitation, loss of earnings, and/or lump sum for permanent impairment. Compensation for mental trauma may also be included, but only if this is incurred as a result of physical injury.

If your ACC claim is not accepted you should immediately contact the researcher. The researcher will initiate processes to ensure you receive compensation equivalent to that to which you would have been entitled had ACC accepted your claim.