

{THIS IS AN EXAMPLE that requires researchers to edit according to their individual study}

{Red text is for guidance}

<<<Formal title of the research study>>>

[Alternative participant-friendly subtitle is optional, can appear first]

Information sheet for participants

This is yours to keep for reference [if online, provide a downloadable pdf. version]

{Introduce the study and the researchers in a welcoming way}

Who is doing the research?

<Names of researchers> from the College of xxx have been invited to conduct the research. {Include student if applicable, level of degree and study area}.

{Study justification, aims, objectives, risks, benefits, expectations}

What this research is about?

{Research tells us that some parents can often feel separated from their child's schooling. The <name of organisation> has established the program, called the <title of project & acronym> that you have been attending. It aims to develop the skills and confidence of parents/carers to make better connections with their children's schools and education. The research is to find out about your experiences with the <acronym>Project.}

Why me?

{We are interested in talking to you about your experiences with the XXXX project. As someone who has attended XXXX sessions, you are one group of experts in this project and will be able to provide the researchers with valuable information from your point of view as parents/carers.}

What will I have to do?

{If you agree to participate in the research, you would be asked to do three things:

1. Be observed – <Jane> will join in the XXXX sessions and make notes about the types of things that happen when you meet.
2. Be interviewed – Jane will interview you at one of the XXXX sessions for approximately 45 minutes.
You can choose to do this on your own or with others. Jane will record the interview on a digital recorder.
3. Make Digital Stories – Jane will guide you to produce a digital story so that you can tell us what you think of XXXX. This will happen in one of the XXXX sessions. A digital story is a 3 minute multimedia 'story' that you will produce on the computer. It uses sound (we record what you want to say), pictures or video, and words. Please do not be worried about this – the computers do most of the work for you.}

Will the research harm me in any way?

{We do not think there is any risk to you if you agree to join the research. However, if you are ever upset during the research you can be referred to the Anglicare counseling service – provide contact details.}

{Confidentiality, anonymity, data management and storage, authorship and intellectual rights}

What happens to my information?

{The notes Jane takes at XXXX sessions, the interviews you give and the words you use on your Digital Story will be made into transcripts and these will be used to find the common types of things that people say about XXXX. All this information will be kept confidential (no one outside the interviewers and the research team will know what you have said and we will use pseudonyms instead of your real name), except for the Digital Story. The Digital Story is owned by you and we will ask your permission to use it for the research and for training purposes and conferences. You can choose to share your digital story with CDU and <name of organization> or not and it is your choice if you would like to identify yourself or not in the digital story.}

{The research will be published in academic journals and other publications and presented at conferences. We will also be asking your permission to use your data in other projects. This allows us or other researchers to use what you have said in interviews and in your digital story at other times rather than having to speak to you again. You do not have to give this permission. If you choose not to, your data would be destroyed after 5 years as is standard practice in other research projects.}

{Participation is voluntary, and participants can change their mind}

What if I don't want to be involved?

{You can choose not to participate at all. This choice will have no impact on your participation in the XXXX project or your school or with CDU. You will still be a valuable member of the XXXX sessions and can still do things like making a Digital Story even if you do not want to be a part of the project.}

You can also choose to withdraw from the research at any time. So, if you start the research and don't want to continue you just need to let Jane or one of (name of community organization) the staff know or get someone else that you trust to let us know. We will destroy any notes we have, and interviews and copies of digital stories will be deleted. We can do this up until the research is published.}

Where can I go if I have concerns?

{This project is being managed by Dr Jane Smith, College of XXXXX at Charles Darwin University. If you would like more information before you decide to participate, please contact Jane by phone <, contact details> 8946 6xxx or email jane.smith@cdu.edu.au . You may also use these numbers at any time during the project, if you need information or wish to withdraw.}

- This project has been approved by the Charles Darwin University Human Research Ethics Committee ID number XXXX. If you have any questions or concerns that you do not want to direct to the researcher, you are invited to contact the Charles Darwin University Research Integrity and Ethics team on (08) 8946 6063, on the toll free number, 1800 466 215 or by email, ethics@cdu.edu.au.

- The Research Integrity and Ethics team can pass on any concerns to the Charles Darwin University Human Research Ethics Committee (CDU-HREC) and appropriate officers within the University.

*Thank you for considering taking part in this research
{Jane Smith}*