PARTICIPANT INFORMATION SHEET & INFORMED CONSENT

*FOR QUALITATIVE RESEARCH – INTERVIEWS/MIXED METHOD*

INSTRUCTIONS ETHICS APPLICATION

Read the [NMIT Code of Ethical Conduct](https://support.nmit.ac.nz/downloads/files/nmit-code-of-ethical-conduct-for-research) for Research Policy and ensure you understand it – it provides information on the general ethical principles that guide research activities. The purpose of the Code and the Research and Ethics Committee (R&EC) ethics application process is to ensure students, researchers, research supervisors and NMIT research activities meet or exceed accepted ethical standards and reflect Te Tiriti o Waitangi partnerships. If you have any questions about the Code or how it relates to your research, please contact your supervisor.

This document consists of two parts: the information sheet and the consent form. It also contains guidelines and instructions for the researcher when filling out the template. Instructions and prompts are in *dark-grey* (like this page) and need to be deleted prior to submission to your course coordinator.

*Black text* represents suggested headings and wordings – however not all of it may be relevant to your study. It is important that you adapt any part of this form as needed to ensure participants are fully informed, and all the information provided is relevant to your study.

The forms include several “Click or tap here to enter text.” fields. Please enter information in each field, if relevant.

PLEASE delete and/or modify parts of this consent form that are not relevant. Read this template consent form carefully and ensure it is adapted to accurately reflect your study and participants’ involvement in this. Your application can only be assessed and approved if this has been done.

Please ensure that the language used on this form is accessible to your target audience. In general, you should aim at the level of a local high-school student, unless your target audience requires a lower level.

You are encouraged to seek advice when compiling your ethics application and participant information sheet. Please contact your supervisor or peers to help improve or proof-read your application.

When you have finished the Participant Information Sheet and Consent Form, please ensure you submit these, together with your ethics application form and associated documents as per your course and Moodle instructions.

IMPORTANT: Participants CANNOT be approached before your study has obtained ethical approval.

# Participant Information Sheet – Interviews

|  |  |  |  |
| --- | --- | --- | --- |
| Study title: | Click or tap here to enter text. | | |
| Locality: | Click or tap here to enter text. |  |  |
| Researcher name: | Click or tap here to enter text. | Supervisor name: | Click or tap here to enter text. |
| Researcher  phone number: | Click or tap here to enter text. | Supervisor email address: | Click or tap here to enter text. |
| Researcher  email address: | Click or tap here to enter text. | Ethics Reference: | Click or tap here to enter text. |
|  |  |  |  |

You are invited to take part in a study on Click or tap here to enter text.. Your participation in this research is voluntary; whether or not you take part is your choice. If you don’t want to take part, you don’t have to give a reason. If you do want to take part now, but change your mind later, you can pull out of the study later and you will not be disadvantaged in any way.

This Participant Information Sheet will help you decide if you’d like to take part. It sets out why we are doing the study, what your participation would involve, what the benefits and risks to you might be, and what would happen after the study ends. We will go through this information with you and answer any questions you may have. You do not have to decide today whether or not you will participate in this study. Before you decide you may want to talk about the study with other people, such as family, whānau, friends, or healthcare providers. Feel free to do this.

If you agree to take part in this study, you will be asked to sign the Consent Form. You will be given a copy of both the Participant Information Sheet and the Consent Form to keep.

This document is Click or tap here to enter text. pages long, including the Consent Form. Please make sure you have read and understood all the pages.

### What is the purpose of the study?

*Delete these instructions and briefly explain in plain language:*

* *the purpose of the study, including its expected contribution to knowledge and its benefits to participants or communities*
* *the nature and sources for funding for the study, the institutional affiliations of the investigator(s), and who can be contacted to answer questions and how to contact them*

### What are the possible benefits of the study?

*Delete these instructions and briefly explain in plain language:*

* *For example, contributing information to learn about a particular community concern?*

### What will my participation in the study involve?

*Delete these instructions and briefly explain in plain language:*

* *Why has the person been chosen to participate?*
* *What will be done in the study, including how participation in it will differ from not being in the study?*
* *What is the time involved in participation (e.g, the number and duration of any interactions and the expected finishing date of the study) and follow up, if relevant*
* *What is the purpose and expected number of tests, interviews or questionnaires to be performed during the study (explain the procedures that will be followed on a step-by-step basis)*
* *Will personal information be collected (either directly from the participant in the interview or indirectly by accessing various records)?*

### What are the possible risks of the study?

*Delete these instructions and briefly explain in plain language:*

* *For example, Inform the participants if the study involves questions which may be sensitive or cause embarrassment.*
* *There may be no known risks and if so, then this should be stated.*

### Recordings and transcriptions:

*See suggested wording below. Please be specific, will you do the transcribing or will someone else do this? If the latter, do you have a confidentiality agreement with them? If you provide the opportunity for reviewing of transcriptions, we suggest you provide a reasonable time frame for this, such that your study is not unduly delayed due to lack of response. Delete what is not appropriate and add what is relevant for your study:*

* Your discussions with the researcher(s) will be recorded and transcribed. You will have the opportunity to review and edit a transcript of your interview.
* If you choose to review the interview transcript, you will receive it by email once it becomes available. You will be asked to provide any amendments or additions within Click or tap here to enter text. working days of receiving the transcript. If you do not reply to the contrary within that timeframe, your transcript is assumed to be approved by you.
* Once your transcript is (assumed to be) approved, the recording will be deleted.

### What will happen to my information?

*See suggested wordings below. Depending on whether you are collecting anonymous data or how you deal with the personal information, only some of these options are relevant. Delete what is not appropriate and add what is relevant for your study:*

* [Mandatory] The information provided to the researcher(s) will only be accessible to the researcher(s) and their supervisor(s), and, in exceptional circumstances by the head of the programme area (see below).
* [Mandatory] Personal data that may identify you will be removed as soon as practicable, and synonyms will be used i.e., participant A, participant B etc. One form of contact details will be linked to your responses and will be retained until the research project has been finalised. In exceptional circumstances related to academic integrity enquiries, the head of the programme area may contact you to verify data authenticity. Any other personal data will be removed as soon as practicable, and synonyms will be used i.e., participant A, participant B etc.
* The personal data will be deleted within Click or tap here to enter text. and only de-identified data will be stored. If you have agreed to be contacted for a follow up, or to be informed of the results of the study, your contact details will be retained until Click or tap here to enter text..
* Reporting of the results will be done in such a way that participants cannot be identified. The responses of participants will be amalgamated for reporting purposes. Groups of data will only be displayed when those groups contain five or more members.
* [Mandatory] Data will be stored securely in an NMIT data management system. Only the above identified people will be able to access these data. Data will be deleted in line with NMIT data management policy.
* Once you submit your answers, you will not be able to revise or withdraw your answers.
* You may withdraw at any time before Click or tap here to enter text. Should you withdraw, your data will not be included in the study and will be destroyed.
* You are free to withdraw at any time before or during the data gathering phase of the study. To do this, please let the researcher know as soon as possible and the researcher will delete any information you have provided up to that point. However, if you decide to withdraw once data analysis has commenced, removal of your data from the research may not be possible.
* [Mandatory] The researcher(s) will endeavour to maintain the strictest confidentiality to protect your identifying information but, while every precaution will be taken, the researcher cannot guarantee you will not be identified. Identification could potentially cause you harm.
* By taking part in a focus group, the researcher(s) cannot guarantee your anonymity or confidentiality of your responses with other participants in the focus group.

### Organisation data:

*If you are collecting data related to a specific organisation(s), how will data around organisation identity be managed? See suggested wording below. If relevant, please specify whether the participants’ organisation has given approval for their participation, whether an MOU is in place etc. Delete what is not appropriate and add what is relevant for your study:*

* The researcher(s) will endeavour to maintain the strictest confidentiality to protect yourself and your organisation’s identifying information but, while every precaution will be taken, the researcher(s) cannot guarantee either yourself or your organisation will not be identified. Identification of your organisation could potentially cause harm.
* Your organisation has approved its members to partake in this study.

### Who has approved the study?

This study has been reviewed and approved by the Research & Ethics Committee at Te Pūkenga – Nelson Marlborough Institute of Technology, number [ Click or tap here to enter text. ].

### Thank you

Please remember to thank respondents for their time and involvement in your research.

Add your contact details (either here or refer to the top of the form) so respondents can approach you if they have any questions or concerns about the survey.

### Consent From

**Please tick to indicate you consent to the following** *Add or delete as appropriate; Please only include yes/no boxes if the statement is truly optional (i.e. – that a person could still participate if they answer no).*

|  |  |  |
| --- | --- | --- |
| □ I have read and I understand the Participant Information Sheet. | | |
| □ I have been given sufficient time to consider whether or not to participate in this study. | | |
| □ I have had the opportunity to use a legal representative, whānau/ family support or a friend to help me ask questions and understand the study. | | |
| □ I am satisfied with the answers I have been given regarding the study and I have a copy of this consent form and the participant information sheet. | | |
| □ I understand that taking part in this study is voluntary (my choice). | | |
| □ I understand my responsibilities as a study participant. | | |
| □ I consent to the researchers collecting and processing my information. | | |
| □ I understand that I may withdraw from the study without this affecting Click or tap here to enter text. and that withdrawing after Click or tap here to enter text. may not be possible. | | |
| □ I understand that my participation in this study is confidential, and that the researcher will endeavour that no material that could identify me personally will be used in any reports on this study. | | |
| □ I understand that my contact details will be retained until the research project has been finalised, so that, in exceptional circumstances, I may be contacted to verify data authenticity. [required for students] | | |
| □ I understand that it is the intention of the researcher to publish or present this study to a wide audience. | | |
| □ I know who to contact if I have any questions about the study. | | |
| I wish to receive a summary of the results from the study. I understand that this means that my contact details must be retained until this summary has been provided. | Yes □ | No □ |

**Declaration by participant:**

I hereby consent to take part in this study.

|  |  |
| --- | --- |
| Participant’s name: | |
| Signature: | Date: |

**Declaration by member of research team:**

I have given a verbal explanation of the research project to the participant, and have answered the participant’s questions about it. The participant has given informed consent to participate, and I believe that the participant understands what is involved in the study.

Researcher’s name: Click or tap here to enter text.

Researcher’s role: Click or tap here to enter text.

Researcher’s email: Click or tap here to enter text.

Supervisor’s email: Click or tap here to enter text. [for students only]

|  |  |
| --- | --- |
| Signature: | Date: |