PARTICIPANT INFORMATION SHEET & CONSENT FORM

*FOR QUANTATIVE RESEARCH – SURVEYS & ONLINE QUESTIONNAIRES*

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 is for researchers who put out an anonymous survey only. This current template contains guidelines and instructions for the researcher to add to the beginning of their on-line survey; in case of a paper-based survey, please add this information as an information sheet on the first page. For interviews or mixed methods, please refer to the NMIT Student Template - Participant Information Sheet for Qualitative research.

Instructions and suggested questions 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 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 – Surveys / Online questionnaires

|  |  |
| --- | --- |
| 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. |
| Phone number: | Click or tap here to enter text. | Supervisor email address:  | Click or tap here to enter text. |
| 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. The information provided here will help you decide if you’d like to take part.

### 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*
* *the study’s status, with a current approval from an ethics committee.*

### Who can take part in the study?

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

* *Why has the person been chosen to participate; restrictions for participating (age)?*

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

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

* *What will be done in the study, including how participation in it will differ from not being in the study?*

*For instance: “Your participation will involve responding to several questions in an online questionnaire”*

* *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.*

*For instance: “We anticipate that you can complete the survey in approximately 5 minutes.”*

* *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 or identifiable information be collected (either directly from the participant via questionnaires 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.*

### 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 happen to my information?

*See suggested wordings below. Depending on whether you are collecting data that contains personal information, or anonymous data, 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.
* 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.
* Your responses will be anonymous. Once you submit your survey, data cannot be traced back to you as an individual respondent and you will not be able to revise or withdraw your answers.

### 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.

### After you submit your response

*If you decide to ask respondents for contact details to be contacted for follow up information, to be informed about research results or to go into a draw. Describe how respondents can leave their personal details, and whether or not this will result in their answers being identifiable (for example, standard surveys in for example Survey Monkey do not allow you separate a question like this from the main survey results – so the researcher will need to manually unlink this information from the survey response to de-identify the survey responses!). Select/adapt one of the below options.*

* After submitting the survey, you will be presented with a webpage where you can indicate if you would like to go in the draw for a prize. Here you can also indicate if you would like a summary report of the study upon its completion. This information will be unlinked from your survey response by the researcher.
* The provision of your personal details on this page is separate from the survey and unlinked from the response that you have submitted.
* On the last page of the survey, you can indicate if you would like to go in the draw for the prize and/or whether you would like to receive the results of the study when it is completed. The voluntary provision of your personal details on this page is gathered separately (and will be unlinked) from your answers to the other questions.
* Please remember to thank respondents for their time and involvement in your research.

### 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.].

### Consent

By clicking the “submit this survey” button on the last page of the questionnaire, you consent to having your responses included in this research.