### PARTICIPANT INFORMATION SHEET

PROJECT TITLE: “Please insert the title of your project here” (Ensure this title is in lay language – no discipline specific jargon)

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| EXAMPLE OF INFORMATION REQUIRED FOR PARTICIPANTS  You are invited to take part in a research project about …**insert a brief one or two sentences project description**. The study is being conducted by **(insert name of principal investigator)** and **(if appropriate)** will contribute to the **(insert type of project – degree or honours project)** in **(insert e.g. Bachelor of Education - Honours)** at James Cook University. | |
| ENSURE ALL THE PROTOCOLS OF YOUR STUDY ARE INCLUDED HERE. Don’t forget to tell people what they will be asked to do and about the time commitments involved. Remember that you are INVITING people to participate in activities from which they can withdraw at any time. Therefore, watch your phrasing so that potential participants are ‘asked’ to do tasks – they are not ‘required’ to do anything.  EXAMPLE ONLY DESCRIPTION OF PROTOCOLS  If you agree to be involved in the study, you will be invited to be interviewed. The interview, with your consent, will be audio-taped, and should only take approximately 1 hour of your time. The interview will be conducted at the College of x at James Cook University, or a venue of your choice. There is also a questionnaire that you may complete, which asks you about your reading and writing practices. The questionnaire should only take 10 minutes to complete. | |
| Taking part in this study is completely voluntary and you can stop taking part in the study at any time without explanation or prejudice. | |
| YOU MUST OUTLINE ANY RISKS OR POTENTIAL FOR DISTRESS HERE – IF YOUR STUDY DOES NOT HAVE THE POTENTIAL FOR DISTRESS I.E. IT IS LOW RISK RESEARCH THERE SHOULD NOT BE ANY RISKS OR DISTRESS FOR PARTICIPANTS. | |
| (EXAMPLE FOR SNOWBALL RECRUITMENT – If you know of others that might be interested in this study, can you please pass on this information sheet to them so they may contact me to volunteer for the study.) | |
| Your responses and contact details will be strictly confidential. The data from the study will be used in research publications and reports **(list all uses here: journal articles, theses, etc.)**. You will not be identified in any way in these publications. | |
| **OR (remove any not applicable)**  Your participation in the study will be anonymous, no personally identifying information will be collected. The data from the study will be used in research publications and reports **(list all uses here: journal articles, theses, etc.)**. You will not be identified in any way in these publications.  If you have any questions about the study, please contact **- insert here the names of the Principal Investigator and Supervisor and/or Co-Investigator.** | |
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| **Principal Investigator:**  **John Smith**  **College:**  **James Cook University**  **Phone: 47XX XXXX (Must be a JCU contact number or a study specific mobile number. DO NOT use private phone numbers)**  **Email: John.Smith@jcu.edu.au (Must be a JCU email)** | **Supervisor: (If applicable) or Co-Investigator Details:**  **Name:**  **College:**  **James Cook University (or other institution)**  **Phone: Work number**  **Email: Work email** |

***If you have any concerns regarding the ethical conduct of the study, please contact:***

***Human Ethics, Research Office***

***James Cook University, Townsville, Qld, 4811***

***Phone: (07) 4781 5011 (ethics@jcu.edu.au)***