**PARTICIPANT INFORMATION LETTER**

**PROJECT TITLE:**

**APPLICATION NUMBER: (2017- XXX)**

**PRINCIPAL INVESTIGATOR:   
STUDENT RESEARCHER:**

**STUDENT’S DEGREE:**

Dear Participant,

You are invited to participate in the research project described below.

***What is the project about?***

The research project investigates [*describe the project, its aims and objectives, why it is/should be important to the participants and what you hope to achieve*]

***Who is undertaking the project?***

This project is being conducted by [*insert name*] and [*if appropriate*] will form the basis for the degree of [*insert degree*] at Australian Catholic University under the supervision of [*insert name of supervisor*]. (Researcher qualifications and expertise relevant to the project should be included here.) *Xx has a strong background in xx, along with several years of experience in xx. )*

***Who can take part in the project?***

*[Describe the population of interest for the study and outline any specific inclusion or exclusion criteria, with an explanation of the reasons for the criteria. If this is a targeted invitation (eg snowball recruiting) explain the reason for the invitation/how you obtained contact details]*

***What will I be asked to do?***

[*Describe in lay terms what the project involves for the participant. This should include:*

* *Does it involve digital recording, procedures, questionnaires, surveys, focus groups, interviews? If it is more appropriate, you can also include the time commitment here rather than in the next paragraph down.*
* *Indicate the nature of the activities – i.e. types of questions asked, what is involved in procedures, are there any follow up requirements?*
* *Indicate the location of the study. If this is going to be determined later by appointment, say that the study will take place at “a mutually convenient location”.*]

***How much time will the project take?***

[*Describe how much time the participant will need to participate in the project (i.e. how long will the questionnaire/interview take, how many follow up visits are required, how many testing sessions will there be and how long will they be?)]*

***Are there any risks associated with participating in this project?***

[*Describe any risks associated with the project. If there are no foreseeable risks, you should state this rather than saying there are ‘no risks’. Every project contains some risk. Indicate how any risks will be mitigated.*

***What are the benefits of the research project?***

[*Describe the benefits of the project to the participant. Be careful not to overstate the benefits or provide unrealistic expectations. If there are no immediate benefits to the participant, this should be stated (please note that if this is the case there must also be only negligible risk involved). You should also describe the more general benefits of the project.*]

***Can I withdraw from the study?***

Participation in this study is completely voluntary. You are not under any obligation to participate. If you agree to participate, you can withdraw from the study at any time without adverse consequences [*Mention if there are limits to this – i.e. you cannot withdraw after you submit your survey, as surveys are non-identifiable. If the participant is in a dependent relationship with any of the researchers, mention that non-participation or withdrawal will not affect their ongoing treatment/enrolment/employment etc.]*

***Will anyone else know the results of the project?***

[*Describe where the study will be published. Describe the use and storage of the data – will the data be identifiable or non-identifiable? If it is identifiable to the researchers, how will confidentiality be maintained? Will participants be identified in publications, or will only aggregated data be published?*]

***Will I be able to find out the results of the project?***

[*Describe how the results or a summary of the results will be made available to the participants.*]

***Who do I contact if I have questions about the project?***

[*Insert details of how the participant can contact the researcher/s to ask questions about the project.*]

***What if I have a complaint or any concerns?***

The study has been reviewed by the Human Research Ethics Committee at Australian Catholic University (review number 20XX-YYY). If you have any complaints or concerns about the conduct of the project, you may write to the Manager of the Human Research Ethics and Integrity Committee care of the Office of the Deputy Vice Chancellor (Research).

Manager, Ethics and Integrity

c/o Office of the Deputy Vice Chancellor (Research)

Australian Catholic University

North Sydney Campus

PO Box 968

NORTH SYDNEY, NSW 2059

Ph.: 02 9739 2519

Fax: 02 9739 2870

Email: [resethics.manager@acu.edu.au](mailto:resethics.manager@acu.edu.au)

Any complaint or concern will be treated in confidence and fully investigated. You will be informed of the outcome.

***I want to participate! How do I sign up?***

[*Describe how participants will contact you to agree to participate (i.e. how do they return a consent form, instructing them to sign both copies of the consent form, etc).*]

Yours sincerely,

**RESEARCHER NAME/S AND SIGNATURE/**

***Please retain a copy of this information letter***