## Information Sheet Template – INTERVIEWS

1. *This template is the starting point for constructing a participant Information Sheet for INTERVIEWS.*
2. *Example/suggested text has been provided in places. Please ensure this document is fully edited so the information is relevant and accurate for your study.*
3. *Please use every day easy-to-understand language (e.g., short sentences, avoid jargon, passive sentences, explain technical terms, and consider the audience).*
4. *Please delete or replace all [text in brackets] and italicised information before submitting with your application to the Human Research Ethics committee (e.g., these instructions).*



*[UC School or Department]*

Phone: *[a UC School/Departmental number or a mobile number used solely for purposes of the study is recommended – do not use a personal number]*

Email: *[UC email address]*

*[Date]*

HREC Ref: *[Provided by HREC when study approved]*

***[Study Title]***

**Information Sheet for participants**

*[Greeting e.g., Kia ora]*

You are invited to participate in a research study on *[topic/focus of the research].* This study is being conducted by [*name of main researcher or research team*] from the University of Canterbury ׀ Te Whare Wānanga o Waitaha (UC). Other research team members include [*name of supervisors or other team members*]. The study is being carried out as a requirement for *[course or degree – if relevant].*

**What is the purpose of this research?**

This research aims to determine *[brief details about the purpose of the study].* I am/We are interested in finding out about *[focus of the research].* The information from this study will help to [*details about any broad or specific research outcomes etc.].*

**Why have you received this invitation?**

You are invited to participate in this research because you *[reasons for recruiting the participant, e.g. you have responded to a request for participants. OR We obtained your contact information from publicly available sources. OR Other people shared information about this study because they thought you may be interested in it].*

Your participation is voluntary (your choice). If you decide not to participate, there are no consequences. Your decision will not affect your relationship with me, the University of Canterbury, or any member of the research team *[or external organisation – if applicable].*

**What is involved in participating?**

If you choose to take part in this research, you will participate in an interview. This interview will take place *[face-to-face or online via Microsoft Teams].* I will contact you to arrange a suitable time and location. The interview will involve me/the research team introducing myself/ourselves, answering any questions you have, and confirming your consent to participate. Then, *[I/we]* will begin the interview and will ask you questions about *[topic/s]*. I/we estimate the interview will take around *[XX to XX minutes].*

**Will the interview be recorded?**

With your permission, the interview will be audio-recorded using a portable recorder [*or using Microsoft Team’s audio-recording feature*]. The recording will be used to create a written transcript of the interview, which I/we will analyse as part of the research. *[Another person [name if known] will transcribe (type out all the words said during) the interview. They will sign a confidentiality agreement before listening to the recording].* If you choose to review a copy of the interview transcript, I will provide this to you within *[XX days/weeks]* of the interview. I will ask you to provide any amendments or additions via email within *[XX days/weeks].*

**Are there any beneﬁts from taking part in this research?**

*[A potential benefit is that participants will develop further understanding of [insert knowledge or topic area]].*

OR

*[We do not expect any direct beneﬁts to you personally from participating in this interview. However, the information gathered will potentially benefit [possible future benefits]].*

*[At the conclusion of the interview I will provide you with [details of any inducement]. You will get this inducement even if you withdraw from the study [if applicable]].*

**Are there any risks involved in this research?**

*[We are not aware of any risks to participants in the research].*

OR

*[EXAMPLE: Some questions or topics discussed may involve sensitive information about [sensitive topic areas]. This may cause some participants to become upset or distressed. If you become upset or distressed you will be offered time to consider if you wish to continue or withdraw from the study. I/we will also suggest you consider contacting the support agency[/agencies] listed below:*

**Support Agency Contact Information**

*[Name] [Phone number or web address]].*

**What if you change your mind during or after the study?**

You are free to withdraw at any time. To do this, please let me know either during the interview or after the interview has finished. I/we will remove any information you have provided up to that point from the data set if it is still possible. Once data analysis has commenced on [*insert date*], the removal of your influence on the results will not be possible. However, you always own the data, and can ask for it to be deleted at any point.

**What will happen to the information you provide?**

I/we will transfer the audio recording to a password-protected file on the University of Canterbury computer network and then delete this from the recording device as soon as practical. All data will be confidential. To ensure your identity is not known to anyone outside the research team, we will keep your signed consent form in a file separate from your interview transcript. *[If you choose not to be identified/to keep your identity confidential [as applicable]]*, your name will be changed to a pseudonym (a fake name*)]/[a code number]* whenever it appears in the transcript and anywhere else. We will store the file that links your real name and your pseudonym*/[code number]* individually on a password-protected, secure device.

All study data will be stored in password-protected files on the University of Canterbury’s computer network or stored in lockable cabinets in lockable offices. *[Anonymised data from the study will also be made available to other researchers from...].*

All data will be destroyed *[five/ten years]* after completion of the study/publication of study findings [*amend if the data is to be destroyed at the end of the project or kept indefinitely]. [Name of person/I]* will be responsible for making sure that only members of the research team use your data for the purposes mentioned in this information sheet [*please consider here the potential for other research team members to be added to the project at a later date – if this is a possibility, make it clear now, so you do not need to amend your application or re-contact your participants (if possible) at a later date*].

*[On the consent form you will be asked to consent to your contact information being securely stored by the research team, and for permission to contact you in the future about [reason for possible future contact e.g., participating in further related research – delete if inapplicable]].*

**Will the results of the study be published?**

*[The results of this research will be published in a [Master’s/Doctoral thesis]. This thesis will be available to the general public through the University of Canterbury library].* Results may be published in peer-reviewed, academic journals. Results will also be presented during conferences or seminars to wider professional and academic communities. *[delete if not applicable].* You will not be identiﬁable in any publication *[delete if not applicable].* A summary of results will be sent to all participants who request a copy.

**Who can you contact if you have any questions or concerns?**

If you have any questions about the research, please contact: *[name: email address; name: email address; name: email address] [for student projects, questions should go to the researcher and concerns to the supervisor].*

This study has been reviewed and approved by the University of Canterbury Human Research Ethics Committee (HREC). If you have a complaint about this research, please contact the Chair of the HREC at human-ethics@canterbury.ac.nz).

**What happens next?**

Please review the consent form. If you would like to participate, please sign, scan/take a photo of, and return the consent form to *[email, or by hand, or by post – include relevant address information].*

*[sign-off, name]*