

INFORMATION SHEET

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

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 – changed it according to your study

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 [CATEGORY 1 AND 2]) THERE SHOULD NOT BE ANY RISKS OR DISTRESS FOR PARTICIPANTS. IF THE CATEGORY IS 3 AND ABOVE, PROVIDE A LIST OF RELEVANT PSYCHOLOGY CLINICS/ORGANISATIONS THAT PARTICIPANTS CAN CONTACT IN THE EVENT OF DISTRESS ARISING FROM TAKING PART IN THE STUDY. FOR EXAMPLE (CHOOSE AT LEAST TWO)

Samaritans of Singapore 1800-221-4444

Care Corner Counselling Center: 1800-353-5800

JCU Singapore Clinic: 6709 3762 Opening hours: 9am to 6pm

Institute of Mental Health 24-hour Helpline 6389 2222

(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/anonymous. 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.**

Principal Investigator:

John Smith

College: **College of Healthcare Sciences**

James Cook University

Phone: **47XX XXXX (Must be a JCU contact number or a study specific mobile number. DO NOT use private phone numbers. If you have not a JCU number, remove the Phone part)**

Email: **John.Smith@jcu.edu.au (Must be a JCU email)**

Supervisor: (If applicable) or Co-Investigator Details:

Name: **Dr. Seok Hui Lim**

College: **College of Healthcare Sciences**

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)

- Please remove the water mark from this copy when submitting to ethics. To remove it, go to Design > Watermark > Remove watermark.
- On the top, you can add the Appendix letter (e.g., Appendix A). In your ethics application, indicate in which appendix (e.g., Appendix A) this form can be found. Remember to list appendices alphabetically (from A to Z).