**Participant Information Sheet**

**Research Title:** *[insert full title of project AND Lay title if applicable]*

**Researcher(s):** *[insert names, positions and affiliations of ALL investigators involved in this research e.g. Jane Doe, DMin candidate, Ridley College]*

Thank you for your interest in participating in this research project. Please read the following information about the project, so that you can decide whether you would like to take part in this research. Please feel free to ask any questions you might have about our involvement in the project.

If you decide to participate in this research, please keep in mind that your participation is voluntary. If you do not wish to take part, you do not have to. If you decide to take part and later change your mind, you are free to stop at any time during the [*interview/survey*], and you do not need to give any explanation for your decision to stop participating. If you choose to stop participating, your data will not be used in the research. [*If their data cannot be withdrawn or there is a timeframe for their withdrawal it needs to be clearly stated here*. *Give a specific timeframe, e.g., “participants will be given two weeks from reviewing their interview transcript to withdraw from the research.”*]

You will be given the Participant Information and Consent Form to sign, and you will be given a copy to keep. Your decision whether you take part, or not to take part, or to take part and then withdraw, will not affect your relationship with the Australian University of Theology, any of its affiliated college, *[the church]*, or the researcher.

**What is this research about?**

[*Briefly but clearly explain the purpose of the study, who is organising and funding the research. Avoid technical terms and jargon. If you have to use them, make sure you explain the meaning of these terms.]*

**What will I need to do?**

If you agree to participate [explain details of participation – note audio recording of interview and clearly state **a)** duration of participation, **b)** location of participation, [*if applicable*] **c)** acknowledgement of participation and thanks (e.g. gift cards, reimbursement for expenses etc.)]

**What are the possible benefits of taking part?**

*[Clearly state any potential benefits for the participants if they participate in the research, and any potential benefits of the research for the wider society and the research field. If applicable, mention any incentives or reimbursements that will be made to the participants. If there are no direct benefits to the participants, you need to clearly state;* There will be no benefit to you from your participation in this research.]

**What are the possible risks and disadvantages of taking part?**

*[Clearly state any risks (i.e. physical, emotional, psychological harm and/or stress) arising from participation, and the measures you have put in place to minimise such risk. For example, what happens if questions are stressful? Is there counselling provided? Give contact details as well as, for example, Lifeline 13 11 14]*

**What will happen to the information about me?**

All information collected about you will remain confidential. [*If applicable:* Given the small number of participants/rare identifying factors of your data, it might not be possible to guarantee complete anonymity.]

*[Clearly explain how data will be stored and who will have access to data. Where will the data be stored and who will have access to it. Whether the collected data might be used again for future research and, if so, who would have access and whose permission is required to access the data. If you are planning to use the data collected for this research in future research,* ***MAKE SURE*** *you state that in the consent form, otherwise you need to get further consent later for the new project using this data. For example, “the personalised data will be restored on a harddrive accessible only to the researcher. However, deidentified data may be stored in a repository which may be available to others (e.g, the student’s supervisors, examiners, and other researchers.”)]*

It is anticipated that the results of this research project will be published and/or presented in a variety of forms. In any publication and/or presentation, information will be provided in such a way that you cannot be identified, except with your express permission.

**What will happen if I decide to withdraw?**

Your participation in this research is voluntary and you are free to withdraw from the research [*until what time? Be specific about when participants can withdraw up to, e.g., until the completion of the data phase/two weeks after the completion of their interview etc*] without needing to provide any explanation, and you would not receive any penalty or bias as a result of your withdrawal. Should you decide to withdraw, all the information collected from/about you will be destroyed and will not be used in the research. [*If on withdrawal the data cannot be identified and/or withdrawn, this needs to be explained to the participants and be stated in the consent form*. *Alternatively, if there is a point where withdrawal becomes impossible, this needs to be stated. For example, “You can withdraw from the research anytime up until the review of transcripts of interviews. Participants will be sent a copy of the transcript of their interview and be given two weeks in which to review the transcript and provide feedback or withdraw from the project. After this period, it will no longer be possible to withdraw from the research project.”*]

**Can I hear about the results of this research?**

[*Describe how you will be informing the participants of the results, and also disseminating the results academically.*]

**Who can I contact if I have any concerns about the project?**

This study adheres to the ethical review process of the Australian University of Theology and the National Statement on Ethical Conduct in Human Research and has been approved by the [name of college LREC or AUT HREC]. If you have any questions about this study, please contact the researcher, [name], at [insert email]. If you have any concerns or complaints, please contact [*If applicable:* the supervisor, [name] at [email] or] the AUT Ethics Committee: ethics@aut.edu.au

Ethics ID number: [insert LREC or HREC number]