

INFORMATION STATEMENT CHECKLIST

The Information Statement must be written specifically for your particular research project and must be printed on CSU Letterhead. **It must be a separate document from the consent form so that the participant can retain it.**

The information statement should be written in a personal style, and in “plain English”, that is, in simple non-technical terms. It is not necessary to provide every detail of the procedures; rather, it should be an incisive summary of the essential points, which any reasonably person would wish to know before agreeing to participate.

Important points to consider

- the information sheet should be user friendly as this is more likely to engage participant uptake
- researchers should think about what they would like to know about the research and structure the information sheet accordingly
- the use of headings to break up the information sheet into sections may prove beneficial to participant understanding

The Information Statement **must** include the following;

1. the name of the investigator(s), and name and contact details of the supervisor(s), and identification of the investigator as a student (if applicable) **at the top of the document. Please note students should not provide personal contact details on any forms that are distributed to the general public. Only a mobile phone number or work contact details to be used.**
2. details about the host institution (e.g. Charles Sturt University)
3. the name of the project
4. a brief statement (in lay terms) of the purpose of the research, its procedures and methodology
5. full disclosure of what is required or expected of the research participant, including the time required of the research participant
6. a detailed explanation and full disclosure of any possible risks or side effects of the project (including where relevant, details of counselling/treatment available for research participants who risk suffering emotional/physical injury as a result of the project)
7. an explanation of how data collected will be used i.e. published and where.
8. where applicable, reference to the taking of photographs, publishing research participants' names or the tape recording of interviews
9. an explanation of how the confidentiality of the participants will be protected
10. advice to the effect that the participant does not have to participate in the project or can withdraw from the project at any time (if there is a dependency relationship between the research participant and the investigator, the information sheet should also state that non-participation or withdrawal will not result in any penalty or discriminatory treatment)
11. if focus group participation is to occur the researcher to include advice detailing the staged withdrawal procedures

12. a question seeking participants' agreement to participate in the research.
13. the following paragraph, please choose from the following depending on approval process.

NOTE: Charles Sturt University's Human Research Ethics Committee has approved this project. If you have any complaints or reservations about the ethical conduct of this project, you may contact the Committee through the Executive Officer:

The Executive Officer
Human Research Ethics Committee
Office of Academic Governance
Charles Sturt University
Panorama Avenue
Bathurst NSW 2795

Tel: (02) 6338 4628
Email: ethics@csu.edu.au

Any issues you raise will be treated in confidence and investigated fully and you will be informed of the outcome.

OR FOR MINIMAL RISK REVIEW APPLICATIONS

NOTE: The Faculty Human Ethics Committee - XXX has approved this project. If you have any complaints or reservations about the ethical conduct of this project, you may contact the Committee through the Executive Officer:

Insert appropriate
Name
Address
Tel: (XX) XXX
Email: XXXX

Any issues you raise will be treated in confidence and investigated fully and you will be informed of the outcome.

Note that; an exception to the use of an information statement would be in telephone surveys. In this case, the investigator must clearly inform research participants of the details, which would normally be included in an information sheet (Refer to the separate Guide for Telephone Interviewing document available at http://www.csu.edu.au/research/committees/human/ehrc_telephone.htm)