**Information Statement (Anonymous Surveys / Questionnaires– sample content**

**Insert details at shading. Blue text provides guidance.**

**Do not include shading or blue text in your submission.**



[Chief Investigator / Project Supervisor name]

[School / Faculty / Organisation]

[Address]

[Telephone and Fax]

[Email address]

**Information Statement for the Research Project:**

**[simple short title]**

Document Version [number]; dated [dd/mm/yy]

The version number and date must be updated each time a new version is submitted for ethics approval.

You are invited to participate in the research project identified above which is being conducted by [names and positions of researchers] from the [School/unit] at the University of Newcastle.

If the research team is made up of several members, their names and affiliations may be listed under ***The Research Team*** at the top of the document under the project title, or at the end of the document after the signatures.

If a student research project, add: The research is part of [name’s] studies at the University of Newcastle, supervised by [name of supervisor] from the [School / organisation].

If the project is funded, add: This project has been funded by [insert details].

***Why is the research being done?***

The purpose of the research is ……. (provide a simple, concise explanation of why the research is being conducted)

***Who can participate in the research?***

You are invited to participate if you …*.*(state any eligibility criteria)

Also state exclusion criteria if applicable – eg Please note that you are ineligible to participate if you …(eg are not a manager, aged under 18, do not work for a particular employer, suffer from a particular illness/ condition etc)

***What would you be asked to do?***

If you agree to participate, you will be asked to complete an online survey/questionnaire about….

If the questions are of a particularly sensitive nature or on controversial issues, provide specific information about the nature of the questions so potential participants given appropriate warning.

***What choice do you have?***

Participation in this research is entirely your choice. Only those people who give their informed consent will be included in the project. Whether or not you decide to participate, your decision will not disadvantage you. If you do decide to participate, you may withdraw from the project at any time prior to submitting your completed survey. Please note that due to the anonymous nature of the survey, you will not be able to withdraw your response after it has been submitted.

***How much time will it take?***

The questionnaire/survey should take about [insert time] to complete.

***What are the risks and benefits of participating*?**

(EITHER) – There are no anticipated risks associated with participating in this research.

(OR) – Some of the questions deal with potentially sensitive issues such as…. Should you find any of the questions upsetting you can stop your participation at any time.

You can also contact [insert appropriate referral source, eg Lifeline on 131114] should you wish to seek support regarding any of the issues raised within the questionnaire/survey.

(EITHER)Whilst there are no anticipated benefits to you personally in participating in this research, the findings will…(eg, help contribute to the available literature on the subject, may be of benefit to …etc)

(OR) By participating in this questionnaire you will have the opportunity to (share your views on…., reflect on your personal experience/views of…., provide feedback on…., help improve the service offered by….etc).

***How will your privacy be protected?***

[State how the research data will be kept secure, who will have access to it, and how long it will be retained.]

*Data will be retained for at least 5 years at* [eg on the University of Newcastle’s ownCloud secure server, the online survey will be hosted via {insert Survey host] via a secure encrypted connection, hard copy surveys will be stored in a locked filing cabinet in the Chief Investigator’s office, audio recordings will be stored on the University of Newcastle’s ownCloud secure server, research assistant will sign a confidentiality agreement for the transcribing of the interview data, data will be securely destroyed in line with UON policy provisions etc) for research conducted by University staff and students at least a copy of the data used for analysis is to be held at the University of Newcastle.]

Due to the anonymous nature of the survey/questionnaire the responses you provide will not be identifiable.

***How will the information collected be used?***

The collected data [will contribute towards (student researcher’s names)… DBA/PhD/Honours thesis] and/or may be presented in academic publications, journals or conferences. Non-identifiable data may be also be shared with other parties to encourage scientific scrutiny and to contribute to further research and public knowledge, or as required by law.

[Explain what feedback will be available to participants about the results of the study.]

It is expected that participants be offered at least a summary of the results written in lay language. It is not appropriate to provide them with, or refer them to, journal publications (eg If you would like a copy of the summary of the results, please email the Chief Investigator [insert email address] after [insert approximate date of when it will be available] and / or by visiting the results webpage at [insert webpage] after [insert approximate date when it will be available] and / or a summary of the results will be made available within your staffroom/reception/school etc).

Individual participants will not be named or identified in any reports arising from the project although individual anonymous responses may be quoted.

Non-identifiable data may be also be shared with other parties to encourage scientific scrutiny, and to contribute to further research and public knowledge, or as required by law.

***What do you need to do to participate*?**

Please read this Information Statement and be sure you understand its contents before you consent to participate. If there is anything you do not understand, or you have questions, please contact the researcher.

If you would like to participate, please [complete and return the attached anonymous questionnaire in the reply paid envelope provided] or [click on the following link [insert link] and complete the online survey].

Completion and submission/return of the paper/online survey/ questionnaire will be taken as your implied consent to participate.

***Further information***

If you would like further information please contact [name and contact details of a person(s) from whom potential participants can obtain further information about the project]. At least one contact must be the Chief Investigator or Project Supervisor.

Thank you for considering this invitation. Do not presume agreement to participate. ‘Thank you for agreeing to participate’ is inappropriate.

[Signature]

[Name] [Name]

[Chief Investigator] Student Researcher]

All Information Statements must be signed. The printed name and position of at least the Chief Investigator must appear, together with his/her signature.

For student projects, the Information Statement must be signed by **both** the Project Supervisor and the student.

***Complaints about this research***

This project has been approved by the University’s Human Research Ethics Committee, Approval No. H- [insert the protocol reference number which will be identified in the written acknowledgement of your application].

Should you have concerns about your rights as a participant in this research, or you have a complaint about the manner in which the research is conducted, it may be given to the researcher, or, if an independent person is preferred, to the Human Research Ethics Officer, Research Services, NIER Precinct, The University of Newcastle, University Drive, Callaghan NSW 2308, Australia, telephone (02) 49216333, email Human-Ethics@newcastle.edu.au.

For projects that are being conducted overseas:

* If participants can communicate in English and have access to contact the Australian-based Human Research Ethics Officer, add the international dialling prefix to the telephone number.
* If participants require a local contactfor complaints, replace the Human Research Ethics Officer’s details with those of that contact.