Checklist for Participant Information Sheet

Reference: *National Statement on Ethical Conduct in Human Research (Chapter 2.2)*

General requirements

Please ensure that the Participant Information:

- ☐ Is presented on the appropriate university letterhead (institutional requirement)
- ☐ Includes a version number and date in the footer (institutional requirement)
- ☐ Has been prepared separately for each relevant participant group (e.g. adult participants, parents/caregivers, children, or other groups)
- ☐ Uses a title, language and format that are appropriate for and easily understood by the target audience, avoiding technical or discipline-specific jargon where possible

Please ensure the Participant Information clearly states:

Purpose of the research

- ☐ That the document is an invitation to participate in a research study
- ☐ The purpose of the research
- ☐ Whether the project is conducted by staff or as part of a student research project. For student projects, the degree program and supervisor(s) are identified

Researchers

- ☐ The names of the researchers, their institutional affiliation, and contact details

Method and participant involvement

- ☐ What participation involves, including the research activities or procedures (e.g. surveys, interviews, focus groups, observations)
- ☐ The number of stages involved in the research (e.g. number of sessions or researcher visits), with clarity in essential vs optional components
- ☐ The expected time commitment, including time per stage where applicable.
- ☐ The topics to be covered, noting whether any are potentially sensitive. Where relevant, examples of sensitive questions or discussion points are provided.
- ☐ How data will be collected and recorded, including whether audio or video recording will occur

Risks, burden and withdrawal

- ☐ A clear statement that participation is voluntary
- ☐ An explanation of any foreseeable risks, burdens, discomforts, or inconveniences associated with participation (or a statement that there are none beyond everyday experience)

- ☐ Information about how and when participants may withdraw from the research, including whether they can withdraw data already provided and any applicable time limits
- ☐ Where a dependent relationship exists (e.g. teacher/student, clinician/patient, manager/employee), a statement that choosing not to participate will not adversely affect that relationship
- ☐ Details of any alternatives to participation, where relevant (e.g. participation in other classroom activities)
- ☐ Information about support services or arrangements available if participation causes distress or discomfort

Funding and benefits

- ☐ The source and amount of funding for the research, where applicable
- ☐ Any financial or other interests held by the researchers, sponsors, or university, including payments or benefits to researchers
- ☐ The potential benefits of the research, both for participants and/or the wider community
- ☐ Details of any payments, reimbursements, or incentives offered to participants

Data management and use

* Refer to the Research Data Management webpage for more information

- ☐ How data will be recorded (e.g. online survey platform, audio/video recording, written notes)
- ☐ Whether recording is optional
- ☐ If online tools or platforms are used to collect data, this should be clearly stated. Where applicable, acknowledges that data will be held on a server outside of the country
- ☐ Where data will be stored (e.g. secure MQ servers, password protected computer)
- ☐ How data security will be maintained (e.g. encryption, password protection, access restricted)
- ☐ Who will have access to the data (e.g. named researchers, research team), and in what form (e.g. de-identified, coded/re-identifiable, identifiable)
- ☐ How data will be used and how findings will be disseminated (e.g. theses, reports, journal articles, conference presentations, or future research)
- ☐ How participant privacy, confidentiality, and anonymity (where applicable) will be protected, including in dissemination of findings or of data for re-use
- ☐ The type of consent being sought:
    - Specific consent (this project only),
    - Extended consent (future research related to this project or area of research), or

- Unspecified consent (future research more broadly)

☐ Where extended or unspecified consent is sought, further details are provided, including future data access (who will be able to access and any terms and conditions for this), data format (identifiable or de-identified), and confirmation that any future use will require Human Research Ethics Committee approval

☐ Whether consent is sought for Open Access publication of data

Ethics review and complaints

☐ A statement confirming that the research has been reviewed and approved by the relevant Macquarie University Human Research Ethics Committee, including the approval number

☐ A statement directing concerns about the conduct of the research to the Manager, Human Research Ethics, email: ethics@mq.edu.au, phone +61 2 9850 4194

How to participate

☐ Clear instructions explaining what potential participants need to do if they wish to take part (e.g. sign and return a consent form, respond to an email, complete an online survey)

Checklist for Consent Form

Reference: *National Statement on Ethical Conduct in Human Research (Chapter 2.2)*

General requirements

Please ensure that the Consent Form:

☐ Is presented on the appropriate university letterhead

☐ Includes a version number and date in the footer

☐ Has been prepared separately for each relevant participant group (e.g. adult participants, parents/caregivers, children, or other groups)

☐ Uses a title, language and format that are appropriate for and easily understood by the target audience, avoiding technical or discipline-specific jargon where possible

Please ensure that the Consent Form clearly includes:

Information included in the Consent Form

☐ Confirmation that the participant has read and understood the Participant Information Sheet, has been given (or has access to) a copy, and has had the opportunity to ask questions before consenting

☐ A clear statement outlining what the participant is agreeing to do by providing consent

Note:

- If participation involves multiple stages and all stages are required, these should be listed clearly (e.g. as dot points).
- If participation involves multiple stages and participants may choose to take part in some but not all components, each component should be presented as a separate checkbox.
- This includes consent options for audio and/or video recording, use of quotations, and whether participants agree to be identified or remain anonymous.

☐ A statement identifying any major or foreseeable risks associated with participation (or a statement that there are no known risks beyond everyday experience)

Consent for data use

☐ A clear description of the type of consent being sought for the use of participant data:

- Specific consent – data will be used only for this research project;

- Extended consent – data may be used in future research related to this project; or
- Unspecified consent – data may be used in future research more broadly

☐ Where extended or unspecified consent is sought, a clearly labelled opt-in checkbox allowing participants to actively agree to this additional use of their data

Good practice considerations (where applicable)

While not always mandatory, the following are recommended and commonly expected by HRECs:

☐ A statement confirming that participation is voluntary and that participants may withdraw consent at any time, subject to any stated limits on data withdrawal (e.g. after data analysis or de-identification)

☐ Space for the participant's name, signature, and date, and where relevant, the name and signature of the researcher obtaining consent

☐ For participants unable to provide consent themselves, appropriate sections for parent/guardian consent and, where relevant, child assent