

Checklist for Participant Information Sheets

Checklist	Reference to National Statement
Generally, please check that:	
<input type="checkbox"/> The Participant Information Sheet is presented on the appropriate letterhead	UOW requirement
<input type="checkbox"/> The Participant Information Sheet has a version number and date in the footer	UOW requirement
<input type="checkbox"/> A version of the Participant Information Sheet has been provided for each participant group (e.g. participants, parent/caregiver, child, other)	2.2.3
<input type="checkbox"/> The title, language and format used is appropriate and understandable for the particular target group (being mindful of the jargon or discipline-specific terms that may be difficult for a lay person to understand)	2.2.3 and 5.2.17
Specifically, the Participant Information Sheet should clearly state:	
Purpose of the research	2.2.2
<input type="checkbox"/> That this is an invitation to participate	2.2.1 and 2.2.9
<input type="checkbox"/> The purpose of the research	2.2.2
<input type="checkbox"/> Whether the research is part of a staff or student project (if a student project should include the degree undertaken and who the supervisor/s are)	2.2.2 and 2.2.6(i)
Researchers	
<input type="checkbox"/> Who the researchers are including their contact details (UOW phone numbers and email addresses)	2.2.6(e)
Method and demands on participants	
<input type="checkbox"/> What participation will involve, including (where relevant):	2.2.2
<input type="checkbox"/> The research procedures (e.g. surveys, interviews, observations etc.)	2.2.2
<input type="checkbox"/> The number of stages in the research (e.g. the number of researcher visits)	2.2.2
<input type="checkbox"/> The time required for participation (including time per stage if numerous stages)	2.2.2
<input type="checkbox"/> The topics covered in the research and if any of these are potentially sensitive (if they are sensitive, examples of the more sensitive discussion points or questions should be included in the Participant Information Sheet)	2.2.2
<input type="checkbox"/> How data will be recorded , including if the participant will be audio or video recorded	2.2.2
Possible risks, inconveniences and discomforts	
<input type="checkbox"/> That participation is voluntary	2.2.1
<input type="checkbox"/> What the risks or burdens of participation are (if any)	2.2.2
<input type="checkbox"/> How and when participants can withdraw from further participation, and/or withdraw any data already given (and if there is a timeframe after which data cannot be withdrawn)	2.2.6(g)
<input type="checkbox"/> If there is a dependant relationship between any parties involved in the research (e.g. teachers/students, doctors/patients, managers/employees), state that the relationship will not be adversely affected should the individual choose not to participate in the research	2.2.9
<input type="checkbox"/> If there are alternatives to participation in the research (e.g. other forms of treatment, participation in other classroom activities etc.), state what these alternatives are	2.2.6(a)
<input type="checkbox"/> What support arrangements are in place in case a participant is adversely affected	2.2.6(c)

Funding and benefits of the research	2.2.2
<input type="checkbox"/> Amount and source of funding for the research	2.2.6(h)
<input type="checkbox"/> Financial or other declaration of interests of researchers, sponsors or institutions (including any payments or benefits to the researchers)	2.2.6(i)
<input type="checkbox"/> What the benefits are, both for the individual participant and the wider community	2.2.6(l)
<input type="checkbox"/> Any payments to participants	2.2.6(j)
Data management and use	
<input type="checkbox"/> How data will be used and results disseminated (e.g. transfer of data to another person/place, future use of data, production of theses, reports, journal publications, conference presentations, etc.)	2.2.6(k)
<input type="checkbox"/> Arrangements to protect privacy, anonymity (if applicable) and confidentiality.	2.2.6(f)
<input type="checkbox"/> A clear description of the type of consent being sought: <ul style="list-style-type: none"> - specific (for the use of participant data in this project only); or - extended (for the use of participant data in future research related to this study); or - unspecified (for the use of participant data in any future research). 	2.2.14
<input type="checkbox"/> If extended or unspecified consent is sought , give further details including who will have access to the data in the future, what format (identifiable/de-identified) any shared data will take, and a statement that use of any data in a future research project can only occur with approval from a HREC.	2.2.14-2.2.18
Ethics review and complaints	
<input type="checkbox"/> That this research has been reviewed and approved by the relevant UOW Human Research Ethics Committee (and quote the ethics approval number)	UOW requirement
<input type="checkbox"/> How the research will be monitored	2.2.6(b)
<input type="checkbox"/> Who to contact with any concerns or complaints about how the research is conducted (UOW Ethics Officer, +61 2 4239 2191 or email uow-humanethics@uow.edu.au).	2.2.6(d)
How to participate	
<input type="checkbox"/> Explain what the individual needs to do if they would like to participate (e.g. sign a consent form and return it to a researcher, respond to an email, fill in a survey etc.)	UOW requirement

Checklist for Written Consent Forms

Generally, please check that:	
<input type="checkbox"/> The Consent Form is presented on the appropriate letterhead	UOW requirement
<input type="checkbox"/> The Consent Form has a version number and date in the footer	UOW requirement
<input type="checkbox"/> A version of the Consent Form has been provided for each participant group (e.g. participants, parent/caregiver, child, other)	2.2.3
<input type="checkbox"/> The title, language and format used is appropriate and understandable for the particular target group (being mindful of the jargon or discipline-specific terms that may be difficult for a lay person to understand)	2.2.3 and 5.2.17
Specifically, the Consent Form should include:	
<input type="checkbox"/> Confirmation that the participant has read the Participant Information Sheet, has been given (or has access to) a copy and had the opportunity to ask questions	2.2.1
<input type="checkbox"/> A statement of what the participant is agreeing to do (Note: if there are multiple stages and participation necessarily involves completing all of them, they should be presented as dot points. If there are multiple stages and participants can participate in some but not all of them, they should be presented as checkboxes that participants can tick. This includes options of being audio and video recorded, and being identified or being anonymous.)	2.2.1 and 2.2.2
<input type="checkbox"/> A statement of the major risks involved for participants	2.2.2
<input type="checkbox"/> A clear description of the type of consent being sought: <ul style="list-style-type: none"> - specific (for the use of participant data in this project only); or - extended (for the use of participant data in future research related to this study); or - unspecified (for the use of participant data in any future research). Please note, a checkbox should be included to opt in to extended or unspecified use of data.	2.2.14