

## **Information Sheet Template Instructions**

**(This template is exempt research)**

Notes to Researchers:

1. Please note that this is a template modified to assist the Principal Investigator in the design of their Information Sheet for Participants. It is important that Principal Investigators adapt their own Information Sheet to the requirements of their particular study.
2. Delete the instruction page prior to IRB submission.
3. Do not be concerned by the length of this template. It is long only because it contains guidance and explanations which are for you and which you will not include in the informed consent forms that you develop and provide to participants in your research.
4. In this template:
  - square brackets indicate where specific information is to be inserted
  - bold lettering indicates sections or wording which should be included
  - standard lettering is used for explanations to researchers only and **must not be included in your consent forms**.
  - examples are provided in blue italics.
5. When writing the consent form, remember the following:
  - The consent document is an invitation to participate in a research study that should be composed in second person with complete grammatically correct sentences. Additionally, scientific jargon and legalese is not appropriate. Think of the document primarily as a teaching tool not as a legal instrument.
  - Language used throughout form should be at the level of a local student of class 6<sup>th</sup>/8<sup>th</sup>
  - Use reader-friendly formatting so that your document *looks* easy to read (i.e. wide margins and bullet points).
  - Make sure that a version number and/or date is used

TEMPLATE ON FOLLOWING PAGE

**UNIVERSITY OF SOUTH ALABAMA  
CONSENT FORM FOR RESEARCH**

**[Insert title of the study]**

**[Name of Principal Investigator]**

**[Name of Organization]**

**[Address of Organization]**

**[Contact information of PI]**

**INTRODUCTION**

Briefly state who you are and explain that you are inviting them to participate in the research being conducted. Inform them that they may talk to anyone they feel comfortable talking with about the research and that they can take time to reflect on whether they want to participate or not. Assure the participant that if they do not understand some of the words or concepts, that you will take time to explain them as you go along and that they can ask questions now or later. It is a federal regulation that you clearly state the study is research and that it is voluntary.

*(Example: You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please ask if there is anything that is not clear or if you would like more information.)*

**WHAT IS THE STUDY ABOUT?**

### **WHAT ARE THE POSSIBLE RISKS AND BENEFITS OF TAKING PART IN THIS STUDY?**

Give a frank and realistic assessment of the possible benefits of the research – do not oversell what the research will achieve. Consider any possible physical or psychological harm that may come to a participant as a result of participating in the research and what you will do should such a situation arise.

*(Example: There are no anticipated risks to you as a research participant. In terms of benefits, it is anticipated that the final report will be made available to all participants: this will provide anonymised data on all participants' experiences of self-employment, highlighting the successes and failures, and so give current and future self-employed ex-Service personnel the opportunity to learn from others.)*

### **WILL I GET ANYTHING TO DO THE STUDY?**

Describe any payment or incentives for participating in the research study that will be offered to all participants. This may be as compensation for time and effort or as an incentive to participate. Incentives must be minor and may not constitute undue influence to participate. If the incentive involves entering a drawing for a prize, describe the drawing, prizes, and approximate likelihood of winning. The contact information of the participant must be separate from the project. If there is no payment, provide a statement that they will not be compensated or offered any incentives for their participation.

*(Example: You will not be compensated for being a part of this study)*

### **WHAT WILL HAPPEN TO THE RESULTS OF THE STUDY?**

Outline fully and realistically your plans for the dissemination of the final research product including conferences, publications and teaching use. If your plans for the research only consist in submitting your dissertation then simply state this.

*(Example: The results of the study will be published in a final report and also a peer-reviewed article will be prepared for publication in an academic journal. FiMT is responsible for the publication of the final report but we would anticipate that all participants w-1.1CID 6 >>Bn4.6(i)6.3(c)2(a)11.2(t).8(al)-4.6(. F4.6(i)6.*