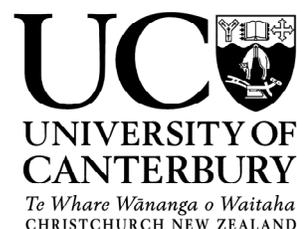


Telephone: +64 3 [Your phone number]

Email: [Your email address]

[Date]



[Title of Your Project]

Information Sheet for [state who it is for – e.g. teachers]

In age appropriate language:

State who you are, your role, and the purpose of the research. Give a brief description of the research.

Invite the person to participate in the study and explain fully what this will involve, including how long will be required.

State that participation is voluntary and that they have the right to withdraw at any stage with no penalty. Then state the following: If you do participate, you have the right to withdraw from the study at any time without penalty. If you withdraw, I will do my best to remove any information relating to you, provided this is practically achievable.

Explain who will have access to the data, how confidentiality and anonymity will be assured, how the data will be securely stored, who will have access, and that it will be destroyed after a stated period.

State any risks associated with the research for the participants and how these will be reduced or addressed.

State how the results may be used and whether they will be reported or published.

State that participants can receive a report on the study, and how they can do this.

State that participants may contact you (and your supervisor, if this is a student study) if they have any questions about the study at any stage. Ensure you give contact details.

State that your project has received ethical approval from the University of Canterbury Educational Research Human Ethics Committee, and that participants should address any complaints to The Chair, Educational Research Human Ethics Committee, University of Canterbury, Private Bag 4800, Christchurch (human-ethics@canterbury.ac.nz).

Request that potential participants complete the consent form if they understand and agree to take part in the study. Give clear instructions about who this is to be returned to, how, and by when.

[Your name]

Note: You may find it helpful to refer to the examples of completed information letters and consent forms on the ERHEC website.