

RESEARCH ETHICS OFFICE

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Information Letter to Participants and Consent Form

General Information

1. Information to be given to potential participants should professionally represent the research project and the University.
2. The first sheet of the Information Letter to Participants and the Consent Form should be printed on ECU letterhead paper prior to distribution to participants.
3. The Information Letter to Participants and the Consent Form should be printed on separate sheets so the participants can retain a copy of the information regarding the study and the contact details of the researchers. A copy of the signed Consent Form should also be provided to participants on request.
4. The Information Letter to Participants should be written as an invitation to participate in the research project.
5. The language used should be appropriate to the participants' level of understanding. Separate letters may need to be developed for particular groups of participants, e.g. those who have different levels of literacy, children, or participants with language difficulties. The Information Letter and Consent Form must be translated if non-English speaking participants are to be recruited.
6. The material contained in the Information Letter to Participants and the Consent Form should be user-friendly, easy to follow and avoid the use of complex technical jargon.
7. Proof read the Information Letter to Participants and the Consent Form to ensure they do not contain typographical, spelling, grammatical or formatting errors.
8. It may be useful to have the Information Letter to Participants and the Consent Form reviewed by someone who is NOT familiar with the area of research. Feedback may be useful to ensure that all points are covered and the information is easily understood.
9. Researchers should ensure that the potential participants are given sufficient time to consider the information provided to them regarding the project, and to discuss it with other people, before being asked to give consent to involvement.