PARTICIPANT INFORMATION SHEET (PIS) & CONSENT FORM (CF)

Dear Researcher, please note:

(a) This document should be used as a guide. You may need to modify it to suit your specific research project but all the 15 queries should be addressed. Remove the grey-highlighted parts containing the directions before submitting your application.
(b) Write your informed consent by providing answers under those questions in a clear and jargon-free style.
(c) The information provided in your consent form may have to be read to subjects who are unable to read the form themselves (for example, if they are illiterate or otherwise impaired).
(d) The PIS should be translated into the language of your research subjects.
*(e) Include **version number and date** (e.g. Version 1 dated dd/mm/yyyy) on the right footer of every page of the document to keep track of possible changes you make.*

---

1. **Study title**
   (Please also include a simplified title within brackets if the project title is too technically worded.)

2. **Principal Investigator and co-investigator(s) if any, with the contact number and name of Department.**

3. **What is the purpose of this research?**
   (Explain research briefly)
   (After the brief explanation please also include:) "You are invited to participate in a research project. This information sheet provides you with information about the research. The Principal Investigator (the person in charge of this research) will also describe this research to you and answer all of your questions. Read the information below and ask questions about anything you don't understand before deciding whether or not to take part in the study." *(For subjects who are unable to read the form themselves, use a sentence similar to this: "*I will now read for you some important information about the study and you will be able to ask me any questions about anything you don't understand before deciding whether or not to take part in the study*")*

4. **Who can participate in the research?**
   (Please state inclusion and exclusion criteria (age, gender, occupational status, etc.)

5. **What is the expected duration of my participation?**

6. **What is the duration of this research?**

7. **What is the approximate number of participants involved?**

8. **What will be done if I take part in this research?**
   (Please describe the research procedure to be followed by the participant and indicate if research data will be retrieved from the person's records in an existing database, if applicable.)

9. **How will my privacy and the confidentiality of my research records be protected?**
   (This is an example of your answer) "Only the principal investigator has your identifiable information (e.g., names, IC numbers) and this will not be released to any other person.. Identifiable information will NOT be used in a publication or presentation. All your identifiable personal information and research data will be coded (i.e. only identified with a code number) and separated (de-linked) at the earliest possible stage of the research."

10. **What are the possible discomforts and risks for participants?**
    (Please provide details, where relevant).

11. What is the compensation for any injury?
(This aspect is not a common part of social science research but it is added here in case your study may need to include it. Please state the compensation and/or treatment available to the subject in the event of research-related injury. If no injury and/or compensation is expected, it should be explicitly stated. If not applicable, please remove this point altogether).

12. Will there be reimbursement for participation?
(Please state reimbursement for transport cost and time spent in participating in the research, if applicable)

13. What are the possible benefits to me and others?
(This is an example of your answer) "There is no direct benefit to you by participating in this research. The knowledge gained will benefit the public in the future." *(Please elaborate).*

14. Can I refuse to participate in this research?
(This is an example of your answer) "Yes, you can. Your decision to participate in this research is voluntary and completely up to you. You can also withdraw from the research at any time without giving any reasons, by informing the principal investigator and all your data will be discarded."

15. Whom should I call if I have any questions or problems?
"Please contact the Principal Investigator (Attn: _____ at telephone or email _____) for all research-related matters."

INFORMED CONSENT FORM

Researcher, please note:

(a) When preparing the consent form for your research project, please use the text below as an example and make the necessary research-specific amendments. Keep in mind that signatures and identification details might not be needed or might not be suitable for your own study. The US-OHRP "Common Rule" followed internationally indicates that "the requirement for obtaining a signed consent form may be waived under one of two conditions: (1) the signed form would be the only link of the participant to the research and the only risk would be disclosure of such participation; or (2) the research is minimal risk and it is of a type for which written consent is not normally required outside the research context" [National Research Council of the National Academies, 2003:101];

(b) While the exclusion of signatures and identification details may be necessary for your study, all research involving human subjects should include informed consent.

(c) Informed consent may be taken verbally depending on the situation and type of research subjects. Consent can be taken verbally by presenting the statements below as questions to each research subject and recording the subject's agreement or disagreement.

Consent Form

I hereby acknowledge that:

1. **I have agreed to take part in the above research.**
2. **I have received a copy of this information sheet that explains the objectives and nature of this research. I understand its contents and agree to participate in the research.**
3. **I can withdraw from the research at any point of time by informing the Principal Investigator and all my data will be discarded.**
4. **I agree that I will not derive any monetary or other benefits from this research.**
5. **I consent to have my interview recorded: Yes / No**
6. **I agree/disagree for my position of authority to be included and comments to be quoted**

_____ _____
Name and Signature (Participant) Date

_____ _____
Name and Signature (Consent Taker) Date

This research has been explained to me in _____ (state language) which is a language I understand. The translator is _____ (name of translator).

Date: _____ (dd/mm/yy).

_____ _____
* Name and Signature (Translator) Date