**Human Research**

**Participant Information Sheet**

**Project Title:**

**HREC Approval Number:**

Dear Participant,

You are invited to participate in the research project described below.

## Project Description

Describe the project in clear terms that are comprehensible for your participants.

## Researcher Details and Contact Information

* Researcher names and titles
* If research forms part of degree, include degree and supervisor details
* Include details of external collaborators and funding

## Participant selection criteria

List participant criteria, and justification for the criteria.

## Human Research Activities

[Describe all activities e.g. surveys, focus groups, etc. Include as much detail as possible about time, location, who will be present, etc.]

## Time Commitment

Number of sessions/hours/follow up/etc.

## Monetary Compensation

Compensation or reimbursement for participants.

## Risks and Precautions

Describe any risks to participants, and what steps you will take to manage or mitigate risks. [this should line up with information provided in your HREC application]

## Benefits to Participants

List benefits, if any. If there are no foreseen benefits to participants, say so.

## Benefits to End Users

Describe the proposed benefit of your research to its end users, e.g. community or scholarly groups.

## Right to Withdraw

*Delete from below as appropriate:*

Participation in this project is entirely voluntary. You can withdraw at any time before the results are published, and your data will be deleted. Once results are published, data can only be withdrawn from any future use or publications.

OR

Participation in this project is entirely voluntary. You can withdraw at any time. However, anonymous data that has already been submitted/processed cannot be deleted, as it is not possible to identify your data after this point.

## Privacy and Confidentiality

Describe how information will be kept private and secure. Include details about where data will be stored, who will have access to it, and how long it will be kept.

State what access participants will have to their data, and opportunity to dispute accuracy e.g. transcripts of focus groups.

Describe how information will be published and shared e.g. books/media/thesis/etc.

## How to Participate

Instructions to Participants, including consent forms to be submitted prior to participation. Include links to surveys, information about in-person sessions, etc.

## Complaints and Grievances

This research project will be conducted according to the NHMRC National Statement on Ethical Conduct in Human Research. If you have concerns or complaints about your involvement in this project, please speak to the primary researcher/s. If you would like to lodge a concern or complaint with the University of Divinity, please contact:

University of Divinity HREC Co-Ordinator  
[HREC@divinity.edu.au](mailto:HREC@divinity.edu.au)   
21 Highbury Grove, Kew, Victoria, 3101, Australia   
[www.divinity.edu.au](http://www.divinity.edu.au/)