**Information Sheet Guidelines**

My name is \_\_\_\_\_\_\_\_ and I am a student in a course at AUW titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am involved in writing a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This sheet gives you information about the project and gives details about your participation.

**To the Participant:**

* Participation in this project is your choice and you do not have to take part;
* You may take time to decide whether you wish to take part;
* You can withdraw from the study at any time;
* There will be no adverse consequences regarding your decision;
* You will receive a copy of the Participant Information Sheet.

**Description of Project**

* This project is about {insert description of topic here}
* {What will be done in the study; the time involved in participation.}

**Investigators and Contacts**

* {Insert contact details and key investigators – names of project group members}

**Funding**

* {Sources of funding of the study}

**Benefits and risks**

* {Foreseeable risks and side-effects.}
* {The benefits to the participant and society. Possible direct benefits of study participation, including any payments)
* You will be told of any new information about adverse or beneficial effects related to the study that becomes available during the study.

**Privacy and Confidentiality**

* + - Your confidentiality will be maintained to the degree permitted by the technology used. Specifically, no guarantees can be made regarding the interception of data sent via the Internet by any third parties.
    - Confidentiality cannot be maintained if the researcher has reason to believe that the participant plans to harm her/herself or another person or if child abuse or elder abuse is occurring.
    - Confidentiality is subject to legal limitations.

**Data Storage**

* This information will be personally stored on my laptop or recording device. Once the essay has been completed, data will be deleted.

**Shared findings**

* The completed essay will be presented as part of course assessment. It may be shared within AUW to interested friends. Unless otherwise agreed, it will not be shared publically or on social media.

**Further Information**

If you have any questions, concerns or complaints about the study at any stage, please contact the Course Instructor:

Name, position:

Address:

Telephone number:

Email: