**Guide to preparing a Participant Information Sheet**

1. Give the name/title of the project
2. State who is working on the research project
3. State the purpose of the research project
4. Explain what is expected of participants
5. Explain how long it will take
6. Explain where the data will be collected
7. Explain what will happen to the information provided
8. Explain whether it is compulsory to participate
9. Explain whether participants can withdraw and how
10. Explain how participants privacy is to be protected
11. Explain whether participationwill be acknowledged and how
12. Explain where research results will be made available
13. Supply details for participants who have any further enquiries

Name of Researcher(s):

Contact Details:

Date:

**Note:** Consider carefully who your participants are and how best to communicate with them. Try to write the consent form in language that is clear and correct, and that will be understood easily by your participants. Participants cannot consent to something that they do not understand.