Participant Information Sheet and Consent Form CHECKLIST

This checklist is supplied for use as an additional means of ensuring all aspects of the proposed study have been considered and adequately detailed before submission to a reviewing Committee. A copy should be attached to the original application form for the reviewing Committee to support your submission.

Project Title:
Principal Investigator:

Participant Information Sheet (PIS)

	YES	NO	IF NO, WHY?
1. Version for each participant group *(if applicable)*			
2. On letter-headed paper *(if applicable)*			
3. Full title of project			
4. Lay title of project *(if applicable)*			
5. Names, positions, & affiliations of all investigators			
6. Clear purpose of study			
7. Non-technical language - appropriate lay language and length for PIS			
8. Details of participation/ procedures			
9. Duration of participation			
10. Location for participation			
11. Risks outlined *(% explanation needed?)*			
12 Benefits to participants			
13 What support if something goes wrong			
14. Statement that participation is entirely voluntary and that participants are free to withdraw without penalty			
15. Assurance of confidentiality			
16. Access to results			
17. Debriefing			
18. Reimbursement to participants (*if any*)			
19. Contact details for further questions			
20. Ethical Clearance Paragraph *(refer below)*			

University of Queensland Ethical Clearance Paragraph
The following paragraph is to be incorporated into all Participant Information Sheets given to participants in human research:

"This study adheres to the Guidelines of the ethical review process of The University of Queensland and the *National Statement on Ethical Conduct in Human Research*. Whilst you are free to discuss your participation in this study with project staff (contactable on .....), if you would like to speak to an officer of the University not involved in the study, you may contact the Ethics Coordinators on +617 3365 3924 / +617 3443 1656 or email humanethics@research.uq.edu.au."

Participant Consent Form (PCF)

	YES	NO	IF NO, WHY?
1. Version for each participant group *(if applicable)*			
2. Full title of project			
3. Lay title of project *(if applicable)*			
4. Names, positions, & affiliations of all investigators			
5. Provision of space for full name of participant			
6. Written declaration of informed consent, eg, "*I have read/"I understand…*"			
7. Freedom to withdraw without penalty			
8. Assurance of confidentiality			
9. Provision for signature of participant and date			
10. Provision for signature of parent/guardian, relationship to Participant, and date (*if applicable*)			