## Participant Information Sheet and Consent Form checklist

This checklist is used to ensure that all aspects of the proposed study have been considered and adequately detailed in the Participant Information Sheet and Consent Form before submission to a reviewing ethics committee. A copy should be attached to the ethics application submission. Details of what to include in the Participant Information Sheet and Consent Form are available in the UQ templates for these documents. It is recommended to review these templates even if not using them.

|  |  |
| --- | --- |
| Project title | Click or tap here to enter text. |
| Lead researcher | Click or tap here to enter text. |

**Participant Information Sheet checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **N/A** | **If no, describe why** |
| 1. Version for each participant group
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. On UQ letter-headed paper
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Full title of project
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Plain language title of project
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Names, positions & affiliations of all investigators
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Research team contact details
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Ethics approval number
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Version number of Participant Information Sheet
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Statement that participation is voluntary and free to withdraw without explanation
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Clear, concise, non-technical language
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Purpose of study, including any sponsor/funding details
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Details of participation/procedures
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Duration and location of participation
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Inclusion/exclusion criteria
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Benefits to participants
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Reimbursement to participants
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Disadvantages and risks
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Support available if something goes wrong (i.e. risk of harm realised)
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Description of how data and information will be collected, used and disclosed
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Assurance of confidentiality and any limits to this
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Statement about Personal Information (none collected; otherwise collection, use, storage and security, disclosure)
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Withdrawal procedure and implications
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Access to results and planned dissemination
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Debriefing arrangements
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Ethical Clearance Paragraph (refer below)
 |[ ] [ ]   | Click or tap here to enter text. |

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 principles of the National Statement on Ethical Conduct in Human Research. The study has received ethics approval in accordance with the review processes of The University of Queensland. You are free to discuss concerns regarding this study or your participation in it with the research team, but if you would like to speak to an officer of the University not involved in the study, you may contact the Human Research Ethics Team via email humanethics@research.uq.edu.au or phone (see contact details at: <https://research-support.uq.edu.au/research-support/ethics-integrity-compliance/contacts>).”

**Participant Consent Form checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **N/A** | **If no, describe why** |
| 1. Version for each participant group
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. On UQ letter-headed paper
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Full title of project
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Plain language title of project
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Names, positions & affiliations of all investigators
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Ethics approval number
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Version number of Participant Information Sheet being consented to
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Provision for full name of participant
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Written declaration of informed consent (“I have read / I understand / I have asked questions / etc.”)
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Freely agrees to participate and free to withdraw
 |[ ] [ ]   | Click or tap here to enter text. |
| 1. Permission to use data for future research
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Provision for signature of participant and date
 |  |  |  |  |
| 1. Provision for name and signature of parent/guardian, relationship to participant, and date
 |[ ] [ ] [ ]  Click or tap here to enter text. |
| 1. Provision for declaration, name and signature of investigator, and date
 |[ ] [ ]   | Click or tap here to enter text. |