# INFORMATION SHEET AND CONSENT FORM

***<Adapt as relevant.>* study**

**Who we are**

Hello, I am *<Adapt as necessary (‘fieldworker’s name’)>*. I am working for the Human Sciences Research Council *<Adapt as necessary.>*.

**What we are doing**

We are conducting research on the *<Adapt as necessary.>* and its impact on *<Adapt as necessary.>*. We are conducting a study to find out about *<Adapt as necessary.>*.

**Your participation**

We are asking you whether you will allow us to *<Adapt as necessary. (e.g. ‘conduct one interview with you about your knowledge and opinions of …’ or ‘whether you will complete a questionnaire that asks about...’)>.* If you agree, we will ask you to *<Adapt as necessary. (e.g. ‘participate in one interview’ or complete a questionnaire)>* for approximately *<Adapt as necessary.>* hour.

Please understand that **your participation is voluntary** and you are not being forced to take part in this study. The choice of whether to participate or not,is yours alone. If you choose not to take part, you will not be affected in any way whatsoever. If you agree to participate, you may stop participating in the research at any time and tell me that you don’t want to continue. If you do this, there will be no penalties and you will not be prejudiced in any way.

**Confidentiality**

All identifying information will be kept in a locked file cabinet (depending on the nature of the project/survey it could be a locked storage space/office) and will not be available to others and will be kept confidential to the extent possible by law. The records from your participation may be reviewed by people responsible for making sure that research is done properly, including members of the ethics committee at the Human Sciences Research Council. (All of these people are required to keep your identity confidential.) Otherwise, records that identify you will be available only to people working on the study, unless you give permission for other people to see the records.

We are asking you to give us permission to tape-record the interview so that we can accurately record what is said *<If applicable.>*.

Your answers will be stored electronically in a secure environment and used for research or academic purposes now or at a later date in ways that will not reveal who you are. All future use of the stored data will be subject to further Research Ethics Committee review and approval.

We will not record your name anywhere and no one will be able to connect you to the answers you give *<if applicable>*. Your answers will be linked to a fictitious code number or a pseudonym (another name) and we will refer to you in this way in the data, any publication, report or other research output *<if applicable>*.

(If study includes focus groups: *<include/exclude/adapt as necessary>: 1) include a description of what a focus group is; 2)* While every effort will be made by the study team to protect the confidentiality of your information, we cannot guarantee that other participants in the focus group will respect confidentiality, even though every member will be encouraged to do so. For this reason you are advised not to disclose personally sensitive information in the focus group.)

**Risks/discomforts**

At the present time, we do not see any risk of harm from your participation. The risks associated with participation in this study are no greater than those encountered in daily life. <*Adapt if there are risks.>*

**Benefits**

There are no immediate benefits to you from participating in this study. However, this study will be helpful to us in that we hope will promote understanding of <*Adapt as relevant.*>.

If you would like to receive feedback on our study, we will record your phone number on a separate sheet of paper and can send you the results of the study when it is completed sometime after <*Adapt as relevant.*>.

**Who to contact if you have been harmed or have any concerns**

This research has been approved by the HSRC Research Ethics Committee (REC). If you have any complaints about ethical aspects of the research or feel that you have been harmed in any way by participating in this study, please call the HSRC’s toll-free ethics hotline 0800 212 123 (when phoned from a landline from within South Africa) or contact the Human Sciences Research Council REC Administrator, on Tel 012 302 2012 or

e-mail [research.ethics@hsrc.ac.za](mailto:research.ethics@hsrc.ac.za) .

If you have concerns or questions about the research you may call the project leader <*Adapt as relevant (include a direct office or mobile number and an email address)>*

**CONSENT**

I hereby agree to participate in research on <*Adapt as relevant.*>. I understand that I am participating freely and without being forced in any way to do so. I also understand that I can stop participating at any point should I not want to continueand that this decision will not in any way affect me negatively. I understand that this is a research project whose purpose is not necessarily to benefit me personally in the immediate or short term. I understand that my participation will remain confidential.

**……………………………..**

**Signature of participant Date**:…………………..

**CONSENT FOR TAPE RECORDING***<If applicable.>*

I hereby agree to the tape-recording of my participation in the study. *<If applicable.>*

**……………………………..**

**Signature of participant Date**:…………………..

I understand that the information that I provide will be stored electronically and will be used for research purposes now or at a later stage.

**……………………………..**

**Signature of participant Date**:…………………..