# Information Letter/Plain Language Statement

**Write the name of the research project here**

Dear Principal, Teacher, Parent/carer, Student

As required by the [*National Statement on Ethical Conduct in Human Research 2007*](http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/e72.pdf) Chapter 2.2: General Requirements for Consent; the following information has been provided to assist you in making an informed, voluntary decision to participate in the research project.

1. The purpose and methods of research
2. Voluntary or involuntary participation and any alternatives to participation
3. Any payments or other incentives for participation
4. Duration of research and demands on participants, e.g. if research will be repeated over a number of periods, such as months or years
5. Risks, (harm, discomfort and inconvenience) implications, and potential benefits to participants
6. Provision of services to participants adversely affected by research and who will pay for those services
7. Right to withdraw from further participation at any stage and any implications thereof, and the possibility to withdraw data
8. What are participants expected or required to do
9. Any audio-visual recording of research activities and confidentiality of these recordings
10. Confidentiality and privacy protection, e.g. will research results identify individual participants: schools, students and teachers
11. Dissemination or publication of research results
12. Provision of research results, findings or reports to participants
13. Amounts and sources of funding for research
14. Financial, commercial or other interests of researchers, sponsors or institutions and declarations thereof
15. Any expected benefits to the wider community
16. Contact details of the researcher(s)
17. Complaints lodgement (dispute resolution) and handling process
18. Any other relevant information including research-specific information

Thank you for your interest in this research project. Please feel free to contact the researchers if you would like to discuss further.

This information sheet is for you to keep.

Yours sincerely

Name:

Title:

Phone:

Date: