# Appendix D1: Participant Information Sheet Exemplar

##### Instructions for use of this exemplar:

1. This section is provided to assist you in the effective use of this exemplar.
2. Comprehensive information about AUT’s ethics approval processes may be found on the Research ethics website at <http://aut.ac.nz/researchethics> and in particular the guidelines for the use of this exemplar (Appendix D).
3. If your research requires ethics approval by a Health and Disability Ethics Committee, please ensure that your Information Sheet conforms to the template given in the Quick Links section on the HDEC website at http://ethics.health.govt.nz/.
4. It is recommended that researchers use the format of this exemplar though this is not compulsory. The following content however is compulsory and must be incorporated into your Information Sheet:
   1. The AUT brand and logo;
   2. The two paragraphs in the section titled ‘What do I do if I have concerns about this research?’ (note that the wording given in the template **must** be used);
   3. The AUTEC approval details (Note that the date of approval is the date of the memo from the Executive Secretary giving final ethics approval, not the date of the AUTEC meeting).
5. The primary purpose of an Information Sheet is to ensure that people are able to give informed consent to participating in your research. The quantity and quality of the information needs to be adequate. Remember that you may only use the data for the purposes for which it has been given so please ensure that you advise your participants of all likely uses.
6. The question and answer format is used in the exemplar because participants and researchers have advised that it is a successful format. If you think that your research would be better served by a different format, then use it, but ensure that you’ve covered all the points. In the same way, feel free to delete or add questions and answers as is appropriate to your research.
7. Do delete sections that are not applicable to your research.
8. Do adjust the header and footer sections.
9. *It is very important that your language is appropriate for the culture and age-group of the people who will read it.*
10. This is an Information Sheet for participants which will be used under the auspices of the University – please use simple language to describe your research and the processes involved, be friendly and encourage the reader to participate in your research, and ***ensure that your grammar and spelling are of a high quality.***
11. When you have drafted your Information Sheet, and **before** you submit it with your application, delete this instruction section and ensure that you have deleted all the advice typed under the headings in the exemplar.

Before submitting this with your application, please note the following:

* Incomplete or incorrectly formatted applications will not be considered by AUTEC;
* Please check online for the most recent version of this exemplar before submitting your application;

This Information Sheet needs to be submitted, along with the application and all associated documents as follows:

* In printed form;
* With the required signatures in the relevant part of the application form;
* Single sided;
* Using clips rather than staples;
* Please deliver or post to the AUTEC Secretariat, room WU406, fourth floor, WU Building, City Campus. The internal mail code is D-88. The courier address is 46 Wakefield Street, Auckland 1010. Alternatively, please hand the application to the Research Ethics Advisor in person at one of the Drop In sessions at any of the four campuses (http://www.aut.ac.nz/researchethics/resources/workshops-and-drop-inns).
* Applications should be submitted once they have been finalised. For a particular meeting it needs to have been received in the AUTEC Secretariat by 4 pm on the relevant agenda closing day [AUTEC’s meeting dates are listed in the website at http://www.aut.ac.nz/researchethics]. As many applications are reviewed under delegated authority, applicants are encouraged to submit their applications once they are ready rather than waiting for the closing date.
* If sending applications by internal mail, please post them at least two days earlier to allow for any delay that may occur.

Participant Information Sheet

If you will be using more than one Information Sheet, it helps to put a note here stating for which participants you will be using this sheet.

# Date Information Sheet Produced:

2 June 2020

# Project Title

Class research project: Applied Human Computer Interaction

The Usability of the New Zealand Government Covid-19 Tracer App Check-In History Function

An Invitation

Hello, our names are Benjamin Ding, Karin Lu, Georgia Thomson and Hannah Yang and we are undertaking an assignment to investigate Human Computer Interaction (HCI) theory and invite you to be involved in our project. This is a team-based assignment focused on an Interactive Device. The Interactive Device we have chosen to study is the New Zealand Government’s Covid-19 tracer app, software being used by thousands of New Zealand citizens every day. We will be analysing how users with no prior experience with the app, such as yourself, are able to successfully implement the Check-In History function of the app.

# What is the purpose of this research?

We are investigating HCI theory in relation to an Interaction Device to learn something about the usability of technology, and also to learn appropriate ways to research in this area. We may also have an opportunity to publish our findings, most probably in a student research conference.

# How was I identified and why am I being invited to participate in this research?

You are a colleague, classmate, friend, or family and we believe that you may have some interest in this project and time available.

# How do I agree to participate in this research?

We will provide you with a consent form that you can sign.

Your participation in this research is voluntary (it is your choice) and whether or not you choose to participate will neither advantage nor disadvantage you. You are able to withdraw from the study at any time. If you choose to withdraw from the study, then you will be offered the choice between having any data that is identifiable as belonging to you removed or allowing it to continue to be used. However, once the findings have been produced, removal of your data may not be possible.

# What will happen in this research?

In this experiment you will be asked to find the “Check-in history” function on the app, beginning from the app’s Dashboard page. A device with the app already downloaded and functioning will be provided to you, from which point a team member will observe your behaviour as you attempt to complete this task. You will not have to enter any of your own personal data into the app, as it will be logged in to a control account.

The data recorded in this study will only be used for this Applied Human Computer Interaction study and will not be distributed outside of the Auckland University of Technology staff and students.

# What are the discomforts and risks?

We will not be focussing on how well you can use technology, rather, we are interested in how well the technology has been designed to cope with your needs, so don’t feel embarrassed or silly if you can’t do something during the session, as this is a reflection of poor design rather than your performance.

Describe additional discomforts and risks.

# How will these discomforts and risks be alleviated?

Provide a full, and friendly, description. If you have decided to make counselling or other support opportunities available, please provide the contact details and terms for the counselling service or services to which you are referring the participants. If this will be AUT Health, Counselling and Wellbeing, then you will need to include the following wording:

AUT Health Counselling and Wellbeing is able to offer three free sessions of confidential counselling support for adult participants in an AUT research project. These sessions are only available for issues that have arisen directly as a result of participation in the research, and are not for other general counselling needs. To access these services, you will need to:

* drop into our centres at WB219 or AS104 or phone 921 9992 City Campus or 921 9998 North Shore campus to make an appointment. Appointments for South Campus can be made by calling 921 9992
* let the receptionist know that you are a research participant, and provide the title of my research and my name and contact details as given in this Information Sheet

You can find out more information about AUT counsellors and counselling on <http://www.aut.ac.nz/being-a-student/current-postgraduates/your-health-and-wellbeing/counselling>.

# What are the benefits?

We are primarily undertaking coursework for our degree / diploma paper, but we may have the opportunity to publish this study at a conference or in some other form of publication.

# What compensation is available for injury or negligence?

If this section does not apply to your research, delete it. If you are involved in health research or some other research that may result in the need for compensation, then the following standard wording must be used:

In the unlikely event of a physical injury as a result of your participation in this study,rehabilitation and compensation for injury by accident may be available from the Accident Compensation Corporation, providing the incident details satisfy the requirements of the law and the Corporation's regulations.

# How will my privacy be protected?

We will not be using your name or your image in any published material, any data that we collect that does have identifying characteristics will be stored in a locked cupboard in the School of Engineering, Computing, and Mathematical Sciences offices. The supervisor of the paper will be in charge of storing the research materials, and will destroy them upon completion, and moderation, of the paper.

# What are the costs of participating in this research?

Remember to include a realistic indication of the cost in terms of the participant’s time (delete this sentence after).

We envisage that it will take minutes for our usability session.

# What opportunity do I have to consider this invitation?

Get your invitation to potential participants as early as you can, and if possible change the wording below to give more time for consideration of the invitation (delete this sentence after).

If you could let us know within a week if you could be involved that would be appreciated. Our data collection will only be running over a couple of weeks so the earliest you could contact us the better.

# Will I receive feedback on the results of this research?

If you would like we can send you a summary of our research report when we are finished. We will record your email address on a separate list and send it to you at the completion of our coursework.

# What do I do if I have concerns about this research?

Any concerns regarding the nature of this project should be notified in the first instance to the Project Supervisor, *Dr Robert Wellington,* [*robert.wellington@aut.ac.nz*](mailto:robert.wellington@aut.ac.nz)*, 09 921 9999 ext 5432*

Concerns regarding the conduct of the research should be notified to the Executive Secretary of AUTEC, *ethics@aut.ac.nz* , (+649) 921 9999 ext 6038.

# Whom do I contact for further information about this research?

Please keep this Information Sheet and a copy of the Consent Form for your future reference. You are also able to contact the research team as follows:

Researcher Contact Details:

Provide the name and all relevant contact details. Note that for personal safety reasons, AUTEC does not allow researchers to provide home addresses or phone numbers.

Project Supervisor Contact Details:

*Dr Robert Wellington,* [*robert.wellington@aut.ac.nz*](mailto:robert.wellington@aut.ac.nz)*, 09 921 9999 ext 5432*

**Approved by the Auckland University of Technology Ethics Committee on *type the date final ethics approval was granted*, AUTEC Reference number *type the reference number*.**