INSTRUCTIONS

IMPORTANT: Participants CANNOT be approached before you have obtained ethical approval. This is not a comprehensive substitute for the NMIT Code of Ethical Conduct for Research Policy. Make sure you are familiar with this.

1. *Read the ethical principles below, then delete the first two pages to use the Participant Information Sheet and Consent form below.*
2. *Enter information where there is a* Click here to enter text. *field, but adapt any part of this form as needed to ensure participants are fully informed.*
3. *Delete instructions.*
4. ***PLEASE delete and/or modify parts of this consent form that are not relevant. Read this template consent form carefully and ensure if it adapted to accurately reflect your study and participants involvement in this. The NMIT R&EC will reject any applications where this has not been done.***
5. *Ensure you add your contact details at the bottom of the form where there are* Click here to enter text. *fields.*
6. *Ensure you and the participant each have a copy of the signed consent from.*

ETHICAL PRINCIPLES

Ethical principles are general and need to be interpreted before being applied in a context. The following principles will guide those responsible for considering applications for ethical approval. There must be:

a) Research or teaching merit;
b) Participants' informed consent which is given free from any form of coercion;
c) Respect for participants' rights of privacy and confidentiality;
d) Minimisation of the risk of harm;
e) Special care for vulnerable participants;
f) Limitation of, and justification for, any deception;
g) Appropriately qualified supervision;
h) Avoidance of any conflict of interest;
i) Respect for societies and cultures of participants;
j) Freedom to publish the results of research, while maintaining the anonymity of individuals.

INFORMED CONSENT

Human participation in any research project must be voluntary and based on understanding of adequate and appropriate information. The information provided to gain consent of the participant must:

a) Be adequate and appropriate, using language that prospective participants can understand;
b) Describe any participant discomforts or material risk and explain how such risks will be managed;
c) Explain financial or other costs, including reimbursement, compensation or indemnity arrangements;
d) Include an offer to answer questions, provide assistance in case of distress, and provide contact details;
e) Include how the research results will be made available to the participant.
f) Explain consent must be given voluntarily. There must be no duress, undue influence, or disproportionate inducements.

Researchers, whose participants are in any dependent relationship with them, including their students, clients and patients, need to be particularly careful about the possibilities of implicit coercion.

Researchers are responsible for the safekeeping of signed consent forms. Consent in writing is mandatory, except in minimally intrusive research, such as questionnaires eliciting non-personal information, or where the researcher can provide the R&EC with good reason. In gaining written consent, the questionnaire must contain statements to indicate the following:

a) Potential participants who decline to participate will suffer no adverse effect;
b) Participants are free to withdraw their consent and discontinue participation in the research or teaching activity at any time without disadvantage;
c) In projects using an anonymous questionnaire where written consent is not required, a statement should be included to the effect that completion of the questionnaire implies consent.

RESPECT FOR CONFIDENTIALITY AND PRIVACY

The Privacy Act 1993 must be upheld when working with personal information in research. The researcher is responsible for all information collected during the project including that of individuals, communities and institutions. No participant, group or organisation can be identified without the consent of that participant, group or organisation.

Researchers must recognise it is not possible to give an absolute guarantee of confidentiality where information is being recorded. The researcher should make it absolutely clear to participants they cannot give absolute protection, yet they must be proactive in protecting confidentiality.

Researchers are responsible for keeping information from interception or appropriation by unauthorised persons or for purposes other than the approved research. This will often require storage on secure servers, coding of data and removal and destruction of identifying material from questionnaires and other documents. Hard copies and removable media such as flash drives must be kept secure. All identifying data should be accessible by the researcher or supervisor only and should be destroyed at the end of the project, or participants informed otherwise prior to giving consent.
NMIT staff as researchers are expected to comply with NMIT's *Records Management Policy*.
NMIT staff as supervisors of student research are responsible for ensuring that student researchers comply with the Privacy Act 1993 and ensuring all research records are kept secure.
Researchers should preserve participants' anonymity and confidentiality in dissemination of the results of the research, except in situations where it has been agreed that the participant will be identifiable.

MINIMISATION OF HARM

It is not acceptable to expose participants to unnecessary harm. Harm includes such things as pain, stress, fatigue, emotional distress, embarrassment, cultural dissonance and exploitation. Researchers should make every attempt to identify and minimise such harm, be it physical, psychological, social or economic. As well, publication of research results has the potential to harm groups, communities and institutions. Researchers must be aware of this in writing up and publishing results.
For Māori, minimisation of harm includes these categories as well as minimising harm to Whānau (family and community), hinengaro (emotional well-being and state of mind), wairua (spirit), and tinana (the body or physical self).
Unavoidable risk of harm, including inconvenience and discomfort to participants, will be balanced against possible benefit to the participants and the community. In judging the ethical acceptability of research, an element of risk in research may be acceptable where:

a) Participants have given informed consent;
b) Benefits to the public good outweigh the harm;
c) The risks are necessary for the research to succeed and they are minimised.

In some research projects, there is a possibility of harm to the researcher. This should be recognised and minimised. In particular, consideration should be given to safety factors when interviewing alone.
While NMIT is committed to the concept of academic freedom in research, the risks involved in research must be assessed and managed appropriately in order to protect the reputation of the institution.

VULNERABLE PARTICIPANTS

Informed consent processes may need to take account of vulnerable participants. Those considered to be vulnerable include children, prisoners, and people with a mental illness, altered state of consciousness or intellectual disability. Where the vulnerable participant is not competent to give consent, proxy consent must be sought from a person legally representing the person's interests. In the case of children, consent must come from both the child's legal guardian and the child where appropriate. The vulnerable person's decision not to participate has priority over any other valid proxy consent.

LIMITATION OF DECEPTION

Deception of participants is not congruent with the principle of informed consent. For this reason, the R&EC will only consider, for approval, research projects where the impact of the deception is minimal and the potential knowledge to be gained is significant with no other less deceptive means available.
Participants must be debriefed as soon as possible, including full information about the reasons for the deception and the true purpose of the project. Participants must be able to withdraw their data and participation at this stage. Researchers must identify how they will provide support to participants following the project should any stress, harm or other concern arise.

CONFLICT OF INTEREST

Generally, applicants must avoid any project that puts them in a position where their activities as a researcher, or teacher might come in conflict with their interests as a professional or private individual. Applicants must explain to the R&EC the nature of any potential conflict, and what actions if any they propose to take to minimise, avoid or resolve the conflict.

CULTURAL AND SOCIAL SENSITIVITY

Researchers and teachers must ensure that their actions are appropriately sensitive to participants' cultural and social frameworks. Researchers must discuss the issues relating to Māori cultural and ethical values by consultation with the Whānau, tapu or iwi concerned.

PUBLICATION OF RESULTS

Participants may not attempt to prevent or limit the researcher's right to publish the results of the research. This right of publication is qualified by the need to ensure appropriate preservation of participants' anonymity and to report results accurately. Where possible, researchers must convey findings to participants in a form comprehensible to them.

Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

Participant Information Sheet

Study title:	Click or tap here to enter text.		
Locality:	Click or tap here to enter text.		
Lead investigator:	Click or tap here to enter text.	**Contact phone number:**	Click or tap here to enter text.

You are invited to take part in a study on Click or tap here to enter text.. Whether or not you take part is your choice. If you don't want to take part, you don't have to give a reason, and it won't affect the care you receive. If you do want to take part now, but change your mind later, you can pull out of the study at any time.

This Participant Information Sheet will help you decide if you'd like to take part. It sets out why we are doing the study, what your participation would involve, what the benefits and risks to you might be, and what would happen after the study ends. We will go through this information with you and answer any questions you may have. You do not have to decide today whether or not you will participate in this study. Before you decide you may want to talk about the study with other people, such as family, whānau, friends, or healthcare providers. Feel free to do this.

If you agree to take part in this study, you will be asked to sign the Consent Form on the last page of this document. You will be given a copy of both the Participant Information Sheet and the Consent Form to keep.

This document is Click or tap here to enter text. pages long, including the Consent Form. Please make sure you have read and understood all the pages.

What is the purpose of the study?

Delete these instruction and briefly explain in plain English:

- *the purpose of the study, including its expected contribution to knowledge and its benefits to communities*
- *the nature and sources for funding for the study, the institutional affiliations of the investigator(s), and who can be contacted to answer questions and how to contact them*
- *the study's status, with a current approval from an ethics committee.*

What will my participation in the study involve?

Delete these instruction and briefly explain in plain English:

- *why has the person been chosen to participate*
- *what will be done in the study, including how participation in it will differ from not being in the study*
- *the time involved in participation (eg, the number and duration of any interactions and the expected finishing date of the study) and follow up if relevant*
- *the purpose and expected number of tests, interviews or questionnaires to be performed during the study (explain the procedures that will be followed on a step-by-step basis).*

- *will personal information be collected (either directly from the participant via questionnaires or indirectly by accessing various records). Inform the participants if the study involves questions which may be sensitive or cause embarrassment.*

Personal data:

See suggested wording below. Delete what is not appropriate and add what is relevant for your study:

- The information provided to the researchers will only be accessible to the researcher(s) and their supervisor(s), will be stored securely and will be deleted after Click or tap here to enter text.
- You may withdraw at any time before Click or tap here to enter text. Should you withdraw, you data will not be included in the study and will be destroyed.
- The researcher(s) will endeavour to maintain the strictest confidentiality to protect your identifying information but, while every precaution will be taken, the researcher cannot guarantee you will not be identified. Identification could potentially cause you harm.
- By taking part in a focus group the researcher(s) cannot guarantee your anonymity or confidentiality of your responses with other participants in the focus group.

Organisation data:

See suggested wording below. Delete what is not appropriate and add what is relevant for your study:

- The researcher(s) will endeavour to maintain the strictest confidentiality to protect yourself and your organisation's identifying information but, while every precaution will be taken, the researcher(s) cannot guarantee either yourself or your organisation will not be identified. Identification of your organisation could potentially cause harm.
- I have my organisations permission to participate in this research project.

Recordings and transcriptions:

See suggested wording below. Delete what is not appropriate and add what is relevant for your study:

- Your discussions with the researcher(s) will be recorded and transcribed. You will have the opportunity to review and edit a transcript of your interview.

Consent From

Please tick to indicate you consent to the following *(Add or delete as appropriate)*

Please only include yes/no boxes if the statement is truly optional (i.e. – that a person could still participate if they answer no).

I have read, or have had read to me in my first language, and I understand the Participant Information Sheet.		
I have been given sufficient time to consider whether or not to participate in this study.		
I have had the opportunity to use a legal representative, whanau/ family support or a friend to help me ask questions and understand the study.		
I am satisfied with the answers I have been given regarding the study and I have a copy of this consent form and information sheet.		
I understand that taking part in this study is voluntary (my choice) and that I may withdraw from the study at any time without this affecting Click or tap here to enter text..		
I consent to the research staff collecting and processing my information.		
If I decide to withdraw from the study, I agree that the information collected about me up to the point when I withdraw may continue to be processed.	Yes ☐	No ☐
I understand that my participation in this study is confidential and that no material, which could identify me personally, will be used in any reports on this study.		
I know who to contact if I have any questions about the study in general.		
I understand my responsibilities as a study participant.		
I wish to receive a summary of the results from the study.	Yes ☐	No ☐

Declaration by participant:
I hereby consent to take part in this study.

Participant's name: _____

Signature: _____ Date: _____

Declaration by member of research team:

I have given a verbal explanation of the research project to the participant, and have answered the participant's questions about it.

I believe that the participant understands the study and has given informed consent to participate.

Researcher's name: _____

Signature: _____ Date: _____