

{Date}

Dear participant

Thank you for taking time to participate in this study. We are working on a project about {describe project}. To this end, we wish to collect data regarding ….. {add information about the study here} If you are {add inclusion criteria here, e.g. ‘older than 18’, ‘fluent in English’, etc.}, you are invited to participate in this study. Do note the following:

1. Your participation in this study is voluntary. We will only include you in the study if you give us written consent to do so.
2. You can discontinue with the questionnaire at any point without adverse consequences
3. No personal questions or identifying particulars will be asked
4. The questionnaire will be dealt with confidentially {do not state anonymous unless there is no way that even you/the other researchers can identify the participants}
5. The original questionnaires will be stored in a secure location (where, e.g. on the campus of the University of Johannesburg) for a period of five years after which it will be destroyed.
6. Electronic datasets will be completely anonymised and stored for an indefinite period on a password protected computer.
7. Only the researchers involved in the project will have access to the raw data.
8. The dataset may possibly be utilised in future research, the same confidentiality will be applied in that instance .
9. If applicable: The interview will be recorded. It will then be transcribed by ….. which will also be bound by confidentiality. NO personal identifying information will be in the transcription. The original tapes and the transcription will be stored in a secure location for five years, after which it will be destroyed.
10. If you have any concerns or questions related to the study in general, or the items in the questionnaire, please contact the project leader, {add name, email and phone numbe of main researcher supervisor}.
11. Once you have completed the questionnaire, please place it in the envelope provided, and seal it.

Kind regards,

{Signature of main researcher/supervisor}

Name of supervisor/main researcher (Project leader)

Email

{Signature of collaborator/student}

Name of collaborator/student (Researcher)

Email of student/collaborator

{do the above for all students/collaborators involved in the study}

**I have been asked to participate in the above study. I have been informed about my involvement in the research, and what is required of me. I understand that:**

* **My participation in the research study is voluntary;**
* **My answers will not be used if I do not provide written, informed consent;**
* **I may withdraw from the research at any time with no negative consequences for myself;**
* **If applicable:The interview will be audiotaped, and transcribed during which process confidentiality will be maintained. The transcription will contain no personal identifying information. The original recording will be securely stored for five years, after which it will be destroyed.**
* **My answers will be kept confidential and the anonymised data will be safely stored on password protected computers;**
* **The data and results may be used for journal publications and/or conference presentations;**
* **The raw data (the questionnaires) will be stored in a secure location on the University of Johannesburg campus for a period of five years after which it will be destroyed;**
* **The data may also be used in related studies in future;**
* **Other researchers may have access to the data but my name will not appear on any of the data base that is sent to other researchers;**
* **I will not receive any reports on individual results, but I can request feedback on the overall findings of the study;**
* **I can contact the researchers, whose details have been provided above, if I have any uncertainties or concerns that relate to the study and/or the items in the questionnaire;**
* **I have received the contact details of the researchers on the participant information sheet;**
* **All my questions about the research have been answered and I agree that my responses from the questionnaires can be used for the research;**
* **I have read the abovementioned information and agree to participate as per the above conditions. I understand everything and consent voluntarily to participate in this study.**

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: if you are distributing electronic surveys there should be a button to click, instead of a place for a signature, e.g.

“By clicking the button, I agree to participate in the research as set out above”