**CC1S10 SUSTAINABLE INNOVATION PROJECT: INTRODUCTION & CONSENT FORM**

**Instructions to Participants**

* Please read this form and ask any questions that you may have about this project.
* **Your participation is voluntary** **and you can ask questions or stop us at any time.**

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| **1. INTRODUCTION AND PURPOSE** |
| A group of our students from Singapore Polytechnic are currently doing research for a school project on Sustainable Innovation to come up with solutions to help our community. You have been selected as a participant as the students are required to study the needs of users by carrying out observations and/or in-depth interviews. The interview will take approximately 30 to 45 minutes and you may be invited to participate in a second exercise where you will be asked feedback on the solution developed for the Sustainable Innovation Project. Should you have queries about the project, please feel free to contact their lecturer:  Name:  Email:  Office: |
| **2. SIP PROJECT TITLE** |
| The SIP project is about *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |
| **3. CONFIDENTIALITY AND PRIVACY OF DATA** |
| Information collected for this study will be kept confidential and will be used for internal purposes only. Your identity will be protected and remain anonymous. Your records will not be made publicly available. All records and interview notes will be kept for 3 years after the initiation of the project. Subsequently, the data will be deleted accordingly. |
| **4. VOLUNTARY PARTICIPATION/WITHDRAWAL** |
| **Your participation is voluntary**. If you choose not to participate, it will not affect your current or future relations with the Polytechnic. You are free to withdraw from this research at any time. |
| **5. COPY OF CONSENT FORM** |
| You will be given this consent form. The students will take a photograph of the signed form for submission to their lecturer as records for future reference. By signing this informed consent form, you have   1. acknowledged that the project has been explained to you and you have agreed to be interviewed; 2. authorised the students to use the notes/photos/recordings for the purpose of their project. |

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*Name and Signature (Participant)* *Date*

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*Name and Signature (SIP Student)* *Date*

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*Name and Signature (SIP Student)* *Date*