**Note: (To be removed after editing) The Information Sheet is what participants will use to make their decision about whether or not to participate. They will keep this sheet, so it is important that *all* information useful to this decision is present. It needs to include the elements in this template, so please leave elements in the order they are presented here and keep the headings where relevant and retain the relevant wording used herein if possible. This document should be written in clear, brief, non-technical lay language, and in the first person, TO the participants, not ABOUT them. Make sure you remove any instruction text (particularly the parts in red) before saving and submitting this sheet for ethics review. Compliance with these instructions will reduce the need for additional revisions, and expedite the approval process of the ethical aspects of your protocol.**

**IMPORTANT: While the language below is fairly formal, you should seek to use plain language wherever possible on the Information Sheet. For some kinds of participants (e.g. children, or people who may not be able to read), you can produce and use a simplified language version of the Information Sheet. If you are using a simplified language Information Sheet or are reading the information out to people, you don’t need to include or read the headings – the reason they are included in the “formal” Information Sheet is to ensure that all of the information required by the National Statement is present. Examples are included below of alternative simplified wording you might use in such contexts. When research is to be conducted with participants who do not speak English, the Information Sheet will need to be translated into a local language. This translation should preserve all the main elements included below. The critical elements in all Information Sheets are: voluntary participation, opportunity to withdraw, privacy and confidentiality, contact details and, of course, what the research is about.**

**Participant Information Sheet**

**Researcher:**

My name is Tina Wang and I am conducting this research as an undergraduate student of the Bachelor of Advanced Computing (R&D). I am a researcher under the Research School of Computer Science at the Australian National University.

**Project Title:** An Arduino-based instrument for more intuitive generation and expression of electronic music

**General Outline of the Project:**

* **Description and Methodology:** I am conducting research on building an electronic musical instrument that feels more intuitive to play than existing technology. Interviews will be conducted after participants are shown a demonstration of the instrument and given time to play the instrument for themselves. The questions presented will be solely about the instrument and its performance features, and the participant's responses will be recorded.
* **Participants:** I intend to interview 10-20 participants with at least one year’s worth of musical background. Participants will be opt-in and recruited from advertising on-campus at ANU.
* **Use of Data and Feedback:** Explain how the data will be used and presented (e.g. thesis, publications, possible future research, etc.) including, if appropriate, how the results will be shared with participants. Generally, feedback in the form of a summary of the research should be automatically provided to participants where this is possible (via a website or deposition of the results in a shared drive that does not require login information). Participants should not have to contact the researcher to receive a summary of the research. There may be cases (e.g. research in remote regions or countries) for which electronic forms of feedback may not be possible. In such cases, think about how you might provide feedback on the work (e.g. sending a summary of the research to the village head).   
    
  The data will be collected as part of the instrument’s evaluation and published as part of a research report.

**Participant Involvement:**

Think about this section from the point of view of the participant. What would you wish to know before deciding whether or not to participate in a research project?

* **Voluntary Participation & Withdrawal:** Participation in this research is entirely voluntary. You do not have to be involved unless you want to, and you can withdraw if you change your mind without telling me why. If you do decide to withdraw, and you are free to choose whether the data you’ve already given will be used. You can also refuse any specific parts of the project (e.g. answering a specific question). There will be absolutely no consequences in withdrawing.
* **What does participation in the research entail?** You will be given a demonstration of the instrument and a short period of time (10-15 minutes, but this period may be longer or shorter up to you) to freely experiment with the instrument. Your reactions and comments will be recorded if you consent to it. You will then be asked a series of questions in an interview-style setting concerning the instrument. No personal information is required to be divulged. Your data will be used purely for evaluation of the instrument.
* **Location and Duration:** The total time, including both instrument interaction and interview, should go for roughly [1 hour]. The research will be conducted at [].  
    
  Indicate where the research will take place (if the research is conducted online, this has to be disclosed as well), the number of occasions on which the participants will be required, and the length of time on each occasion. If the research requires multiple interactions, an estimate of the total time commitment is also useful. For example, interviews are expected to last about an hour, and the total time requested of you in this research is two hours.
* **Risks:** The research carries little risk, however, there is a slight risk that despite my best efforts to keep your identity confidential, you *may* be identified through the reactions and comments made from experimenting with the instrument. However, please note that this is extremely low in probability, and this data unlikely to be of any personal nature. [?????]  
    
  Describe any **risks, discomforts**, **hazards or side effects** that might arise because of the subject of the research or the research method. If risks or hazards may arise (including discomfort or distress), describe the procedures that will be in place to support the participants, and the method by which the participants would access such support. (For example - contact details of a counselling service or a help line such as Lifeline in Australia. If possible, identify support services that are as specific as possible to the kinds of distress that you anticipate may occur). You should be realistic about potential risks. Almost all research involves some risk, however slight, and the key principle guiding assessment of the ethics of research is that risks need to be offset by benefits. One risk that should be considered is that of third-party identification – that is, that participants might be identified by what they tell you despite your best efforts to hide their identities. The goal is to provide participants with information about the nature and scope of risks, and to show them that you have a plan to manage those risks.
* **Benefits:** It is unlikely that you will personally benefit from participating in this research, but we expect that this research will improve engagement with electronic music. We seek to gain a deeper understanding of the relationship between technology and music, and how we can make electronic music more intuitive to play and create. It can also help bridge the divide between technology and the arts, and even technology and the public, by showing that it can be used to create something as creative even music.

**Exclusion criteria**:

* **Participant Limitation:** Participants must have a musical background of one year minimum.

**Confidentiality:**

* **Confidentiality:** Your identity will be kept confidential as far as the law can allow. Access to your data will be restricted to the research team (only me and my supervisor) and identifying details will not be recorded. Published results will only be reported through numbers and comments. There is a possibility that you may be identifiable through these comments, however, this is of very low probability.

**Privacy Notice:**

In collecting your personal information within this research, the ANU must comply with the Privacy Act 1988. The ANU Privacy Policy is available at <https://policies.anu.edu.au/ppl/document/ANUP_010007> and it contains information about how a person can:

* Access or seek correction to their personal information;
* Complain about a breach of an Australian Privacy Principle by ANU, and how ANU will handle the complaint.

**Data Storage:**

* **Where:** Results will be stored on password-protected computers at the Australian National University and backed up on password-protected cloud storage.
* **How long:** Research data will be stored for a period of one year following the date of publication using this data.
* **Handling of Data following the required storage period:** After the storage period, the research data will be archived at … for later research, potentially by other researchers.  
    
  Provide an explanation of what will happen to the data at the end of the storage period. Explain if the data will be destroyed, archived or used for future research projects. In the latter case, be as specific as possible.

**Notes on Data Storage:**

* + Note that the National Statement on the Ethical Conduct of Human Research does **NOT** require data to be destroyed after the storage period. As acquiring data imposes a burden on participants, it is ethical to seek to allow later use of the data provided that later use does not expose participants to new or additional risks. Thus, after the data is no longer needed for the current research, it may be archived or retained *in a de-identified format* either by you, the original researcher, or by other researchers if you have indicated to participants that data may be later shared. The key here is to maximise the utility of data gathered, a purpose not served by routine data destruction. Of course, if data is sensitive or contains privileged or confidential information then destroying the data may be reasonable. However, researchers should consider whether suitably de-identified data would be of further use, and should facilitate whenever feasible to do so. Physical records (such as interview recordings or transcripts) may be destroyed as storing them for future use may be infeasible, but the same is not generally the case for electronic records.

**Queries and Concerns:**

* **Contact Details for More Information:** Any requests for information or queries regarding the study participants should be directed to u6076893@anu.edu.au (+61 425 299 932) or my supervisor Professor Ben Swift (ben.swift@anu.edu.au, +61 [??????]).Include information on the method by which participants can raise queries on the project. For further requests for information or queries regarding the study participants should be directed to the Primary Investigator. Provide name contact details (at least telephone AND email). If the Primary Investigator is a student, provide the supervisor’s contact details also. Note that an ANU e-mail address is required, **not** a gmail/yahoo/hotmail address, and not another corporate or ISP-provided address. Also ensure that this ANU e-mail address will be checked (or forwarded to an address you do check).

**Ethics Committee Clearance:**

* **Include the below boilerplate statement (but remove this red text):**

The ethical aspects of this research have been approved by the ANU Human Research Ethics Committee (Protocol 20xx/xxx). Please cite your protocol number so that if a participant contacts the University, the relevant research project can be readily identified. If you have any concerns or complaints about how this research has been conducted, please contact:

Ethics Manager  
The ANU Human Research Ethics Committee  
The Australian National University  
Telephone: +61 2 6125 3427  
Email: [Human.Ethics.Officer@anu.edu.au](mailto:Human.Ethics.Officer@anu.edu.au)

(Please ensure that you use the position descriptor ‘Ethics Manager’ in the above address and not an individual’s actual name. Again, remove this red text before submitting your application.)