

|  |
| --- |
| **Sample documents for Interviews**  These templates are to assist researchers who propose to use interviews in their research methodology. A sample information sheet and consent form follow that can be adapted to suit the participants and nature of the research. |



|  |
| --- |
| Participant Information Sheet Template   1. This template is to assist researchers in the development of a Participant Information Sheet when interviewing. Please adapt this template to suit your specific participants and nature of the research. 2. Use language that is appropriate for your participants. For example, consider the different ways needed to clearly communicate to children as opposed to their parents, or to people with expertise in the area of study as opposed to people with no such expertise. 3. It may be necessary to provide more than one information sheet if you need to communicate to participant groups with different needs (such as parents/caregivers and children) or if your project involves different types of participation (such as interviews and focus groups). 4. If your research is being conducted in a specific company/institution then information should be provided to the head/board of that company/institution and permission received. 5. Statements in the template that are not appropriate for your particular research should be deleted before submitting your HEC application. 6. *These guidance notes should also be deleted.* |



***[Add Project Title here]***

**INFORMATION SHEET FOR PARTICIPANTS *[for Interviews]***

You are invited to take part in this research. Please read this information before deciding whether or not to take part. If you decide to participate, thank you. If you decide not to participate, thank you for considering this request.

**Who am I?**

*[Choose one of the following options and delete the other]*

My name is *[add name]* and I am a [Honours/Masters/Doctoral] student in *[add programme]* at Victoria University of Wellington. This research project is work towards my [thesis/dissertation].

*[OR]*

My name is *[add name]* and I am an academic staff member in *[add programme]* at Victoria University of Wellington.

**What is the aim of the project?**

This project *[explain the research purpose/topic in language appropriate to your audience]*.  
Your participation will support this research by *[explain what the benefits are to the participant and/or to the research].* This research has been approved by the Victoria University of Wellington Human Ethics Committee *[add ResearchMaster application reference number i.e. #xxxxx].*

**How can you help?**

You have been invited to participate because *[explain why participant has been approached/selected]*. If you agree to take part I will interview you *[specify location of interview]*. I will ask you questions about *[add a description in one or two words]*. The interview will take *[specify length of interview]*. I will [audio/video] record the interview with your permission and write it up later. You can choose to not answer any question or stop the interview at any time, without giving a reason. You can withdraw from the study by contacting me at any time before *[add a specific date].* If you withdraw, the information you provided will be destroyed or returned to you.

**What will happen to the information you give?**

*[Choose one of the following options and delete the others]*

This research is confidential[[1]](#footnote-1)\*. This means that the researchers named below will be aware of your identity but the research data will be combined and your identity will not be revealed in any reports, presentations, or public documentation. However, you should be aware that in small projects your identity might be obvious to others in your community *[include this statement if it could be relevant for your research]*.

*[OR]*

The research is not confidential, and you will be named in the final report.

*[OR]*

You will not be named in the final report but your organisation will be named (provided you have the authority to agree to this on behalf of the organisation).

Only my supervisors and *[include if you are a student],* the transcriber (who will be required to sign a confidentiality agreement) and *[if an external transcriber is to be used]* I will read the notes or transcript of the interview. The interview transcripts, summaries and any recordings will be kept securely and destroyed on *[insert date]*.

**What will the project produce?**

The information from my research will be used in [my Honours/Masters/PhD dissertation/report] *[AND/OR]* [a report to XXX and/or academic publications and conferences]*.*

**If you accept this invitation, what are your rights as a research participant?**

You do not have to accept this invitation if you don’t want to. If you do decide to participate, you have the right to:

• choose not to answer any question;

• ask for the recorder to be turned off at any time during the interview *[if it is recorded]*;

• withdraw from the study before *[add a specific date]*;

• ask any questions about the study at any time;

• receive a copy of your interview recording *[if it is recorded and going to be offered]*;

• receive a copy of your interview transcript *[if it is recorded and going to be offered];*

• read over and comment on a written summary of your interview *[if one will be produced and going to be offered];*

• be able to read any reports of this research by emailing the researcher to request a copy.

**If you have any questions or problems, who can you contact?**

If you have any questions, either now or in the future, please feel free to contact [either/me]:

|  |  |
| --- | --- |
| **Student:**  Name:  University email address:  *[Note: students should not provide personal cell phone numbers]* | **Supervisor:**  Name:  Role:  School:  Phone:  *[first.last]*@vuw.ac.nz |

**Human Ethics Committee information**

If you have any concerns about the ethical conduct of the research you may contact the Victoria University of Wellington HEC Convenor: Associate Professor Judith Loveridge. Email hec@vuw.ac.nz or telephone +64-4-463 6028.



|  |
| --- |
| Participant Consent Form Template   1. This template is to assist researchers in the development of a Participant Consent Form when interviewing. Please adapt this template to suit your specific participants and nature of the research. 2. It may be necessary to provide more than one consent form if you need to communicate to participant groups with different needs (such as parents/caregivers and children) or if your project involves different types of participation (such as interviews and focus groups). 3. Statements in the template that are not appropriate for your particular research should be deleted before submitting your HEC application. 4. *These guidance notes should also be deleted.* |



***[Add Project Title here]***

**CONSENT TO INTERVIEW**

This consent form will be held for *[a minimum of five]* years.

Researcher: *[Add Name, School],* Victoria University of Wellington*.*

• I have read the Information Sheet and the project has been explained to me. My questions have been answered to my satisfaction. I understand that I can ask further questions at any time.

• I agree to take part in a [video/audio] recorded interview.

I understand that:

• I may withdraw from this study at any point before *[add specific date]*, and any information that I have provided will be returned to me or destroyed.

• The identifiable information I have provided will be destroyed on *[insert date]*.

• Any information I provide will be kept confidential to the researcher and the supervisor *[include if you are a student]* and the transcriber *[if an external transcriber is to be used]*.

• I understand that the findings may be used for a[Honours/Masters/PhD dissertation/report/a report to XXX and/or academic publications and/or presented to conferences].

* I understand that the [observation notes/recordings] will be kept confidential to the researcher and the supervisor *[include if you are a student]* and the transcriber *[if an external transcriber is to be used]*.
* [I understand that organisational consent has been provided and the organisation will/will not be named in any of the reports] *[include if relevant].*

• *[EITHER]* My name will not be used in reports and utmost care will be taken not to disclose any information that would identify me.

|  |  |  |  |
| --- | --- | --- | --- |
| • | *[OR]* I consent to information or opinions which I have given being attributed to me in any reports on this research: | Yes 🞏 | No 🞏 |
| • | I would like a copy of the recording of my interview: *[if it is recorded and going to be offered]* | Yes 🞏 | No 🞏 |
| • | I would like a copy of the transcript of my interview: *[if it is recorded and going to be offered]* | Yes 🞏 | No 🞏 |
| • | I would like a summary of my interview: *[if one will be produced and going to be offered]* | Yes 🞏 | No 🞏 |
| • | I would like to receive a copy of the final report and have added my email address below. | Yes 🞏 | No 🞏 |

Signature of participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \* Confidentiality will be preserved except where you disclose something that causes me to be concerned about a risk of harm to yourself and/or others. [include if appropriate for your research] [↑](#footnote-ref-1)