

Example of a Participant Information Sheet (PIS), NB this is NOT a template

Wits letterhead (optional)

Dear Sir / Madam or Good day (or similar)

My name is XXXX. I am a Masters/PhD student/staff member in XXXXX at the University of the Witwatersrand, Johannesburg. My supervisor is Dr / Prof. XXXXX. I am conducting a research study about XXXXX. The study title is XXXXX.

I am inviting you to take part in an interview/focus group/answer a questionnaire/XXXXX. If you decide to take part, your participation in this research study will last about XXXXX hours/minutes. The interview/research activity will take place at [this place] at [this time].

With your permission, I would like to audio/video record the interview/focus group/other activity. This data will be stored in XXXXX for XXX years and/or deleted after XXX years. Only the researcher and the supervisor will have access to the raw data from this study.

During the research activity, I will need to ask for some personal information about you, including XXXXX.

The interview/XXXX will be confidential and anonymous. When I share the results of the research study, I will not include your name or anything else that could identify you. With your permission, other researchers may use the data collected from this research study, but your name and any personal information will not be used or passed on.

If you decide to take part in the research study, it should be because you want to volunteer. You do not have to take part. You can stop being in the study at any time. You do not have to answer any questions if you do not want to. You will not get any direct benefits if you choose to join the research study. You will not lose any services, benefits or rights you would normally have if you decide not to join. Taking part in the research study will not cost you anything. You will not be paid for being in this research study. Your travel/data costs to attend the interview/XXXX will be reimbursed to a maximum of R150.

The risks for this research study are no more than what happens in everyday life.

****OR****

Some of the questions asked may make you feel sad or upset.

If any distress arises, I will stop the interview/XXXX and continue another time. If you need some support or counselling services following the interview/XXXX, these are available free of charge at XXXX. The name of the counsellor is XXXX and the contact details for the counselling service are XXXX.

This research study will be written up as a research report. The report will be available on the university library website. If you would like to receive a summary of this report, I will be happy to send it to you.

This research study has received ethical clearance from the University of the Witwatersrand [insert ethics clearance number here once received].

If you have any questions during or afterwards about this research study, feel free to contact me or my supervisor on the details listed below. If you have any concerns or complaints about the ethical procedures of this research study, you are welcome to contact the University Human Research Ethics Committee (Non-Medical), telephone +27(0) 11 717 1408, email hrecnon-medical@wits.ac.za.

Yours sincerely,

XXXX

Researcher:

Your full name, Wits email, your phone number

Supervisor:

Their full name, Wits email, Wits phone number