# Plain Language Statement

# [School/Department/Faculty]

## ***Project: [Project Title]***

[Title] [researcher name] (Responsible Researcher)  
Tel: +61 3 [phone] Email: [email]  
[Title] [researcher name] ([Degree] student) Email: [email]

### Introduction

Thank you for your interest in participating in this research project. The following few pages will provide you with further information about the project, so that you can decide if you would like to take part in this research.

Please take the time to read this information carefully. You may ask questions about anything you don’t understand or want to know more about.

Your participation is voluntary. If you don’t wish to take part, you don’t have to. If you begin participating, you can also stop at any time.

### What is this research about?

*[Briefly explain the purpose of the research project, using plain language. Avoid technical terms or jargon where possible, or explain the meaning of these terms if they must be used]*.

### What will I be asked to do?

Should you agree to participate… *[Describe what the participant will be asked to do. Include details of any audio or video-recording or any other particular requirements (e.g. eye tracking). Clearly state the estimated time commitment for participants.]*

### What are the possible benefits?

*[Clearly explain any potential benefits of participating in the research, and any potential benefits of the research for society. If applicable, list any payments, incentives or reimbursements to be made to participants]*.

### What are the possible risks?

*[Clearly explain any risks arising from participation, as well as any procedures or measures in place to minimise such risks]*.

### Do I have to take part?

No. Participation is completely voluntary. You are able to withdraw at any time. *[Explain any implications of withdrawal, including whether it will be possible for participants to withdraw any data already collected from or about them]*.

### Will I hear about the results of this project?

*[Describe how you intend to disseminate the results of the project to participants, and academically.]*.

### What will happen to information about me?

*[Describe the measures in place to protect the confidentiality of information about participants. Explain what will happen to participants’ data after the research project ends (i.e. how long it will be retained, whether it might be used again for future research and if so who would have access.) List any further data storage considerations for audio-visual and/or photographic materials].*

### [If applicable] Is there any potential conflict of interest?

[*Disclose any potential or actual conflicts of interest for any of the researchers, sponsors (if applicable), or institutions and explain how they will be managed. If there are no potential or actual conflicts of interest, omit this section*].

### [If applicable] Who is funding this project?

[*Disclose the amount(s) and source(s) of any external funding for this research project. If there is no external funding, omit this section*].

### Where can I get further information?

If you would like more information about the project, please contact the researchers; [Responsible Researcher] [contact], or [Researcher] [contact].

### Who can I contact if I have any concerns about the project?

This research project has been approved by the Human Research Ethics Committee of The University of Melbourne. If you have any concerns or complaints about the conduct of this research project, which you do not wish to discuss with the research team, you should contact the Manager, Human Research Ethics, Research Ethics and Integrity, University of Melbourne, VIC 3010. Tel: +61 3 8344 2073 or Email: [HumanEthics-complaints@unimelb.edu.au](mailto:HumanEthics-complaints@unimelb.edu.au?subject=Complaint%20about%20a%20human%20research%20project&body=Ethics%20ID%20number%20or%20project%20name%3A%0AName%20of%20researcher%2Fs%3A%0ADetails%3A)[.](mailto:HumanEthics-complaints@unimelb.edu.au?subject=Complaints%20about%20human%20research%20ethics%20project&body=Ethics%20ID%20number%20of%20name%20of%20project%3A%0AName%20of%20researchers%3A) All complaints will be treated confidentially. In any correspondence please provide the name of the research team or the name or ethics ID number of the research project.