**Participant Information Letter**

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal Researcher:** \_\_\_\_\_\_\_\_\_\_\_

**Candidate’s Degree:** \_\_\_\_\_\_\_\_

Dear Participant,

You are invited to participate in a project which is investigating \_\_\_\_\_\_\_.

***Who is undertaking the project?***

This project is being conducted by [candidate’s name] and will form the basis for a [candidate’s degree] at Alphacrucis College under the supervision of [supervisor’s name and title].

***Are there any risks associated with participating in this project?***

There are no foreseeable risks beyond normal day-to-day living associated with your participation in this project. If participation in the interview causes you distress, the interview will cease immediately.

***Distress Protocols:*** [candidate to advise]

***Can I withdraw from the study?***

Your participation in this study is completely voluntary. You are not under any obligation to participate. If you agree to participate, you can withdraw from the study at any time and for any reason without adverse consequences.

***What will I be asked to do?*** ***How much time will the project take?***

As part of this research, you will be asked to participate in an audio-taped interview, answering questions for approximately 90 minutes. The questions will be consistent with the aim of this study \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The interviews will be held at a mutually convenient time and location and conducted by \_\_\_\_\_\_\_.

***Confidentiality?***

Written consent to participate in this study will be required. No names or locations will appear in any publication without your prior written consent. The audio-recording will only be used for the purposes of research. It will only be accessed by those working directly on the project.

***What are the benefits of the research project?***

The aim of this study is to determine how \_\_\_\_\_\_\_\_\_\_\_\_. This study aims to discover insights that enable and improve national and international support for women who are working outside of their homes.

***Will anyone else know the results of the project?***

Non-identifiable data collated from this research will be in the thesis, and may be published in journals at a later stage.

***Will I be able to find out the results of the project?***

Participants who wish to obtain feedback regarding the results of this research will be informed upon completion of the project and a summary of the findings will be made available to interested parties via email.

***Who do I contact if I have questions about the project?***

If you have any questions regarding this project you should direct them to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***What if I have a complaint or any concerns?***

The study has been approved by the Human Research Ethics Committee at Alphacrucis College. If you have any complaints or concerns about the conduct of the project, you may write to the Director of Research at research@ac.edu.au.

Any complaint or concern will be treated in confidence and fully investigated. You will be informed of the outcome.

***I want to participate! How do I sign up?***

If you agree to participate in this project, please complete the attached consent form in which you agree to:

* participate in the research study.
* agree to have the interview audio-recorded.

Thank you for your contribution to this project.