[insert organisation logo]

**Participant Information statement**

**Project Title:** Evaluation of the [*insert project name here*]

**Evaluator:** [*insert name*], [*insert organisation*]

### Your consent

You are invited to take part in the evaluation of the [insert project name]. This *Participant Information Statement* tells you about the evaluation. It explains what is involved to help you decide if you want to take part.

Please read this Participant Information Form carefully. Feel free to ask questions about any information in the document. Participation in this evaluation is voluntary. If you don’t wish to participate, you don’t have to.

By signing the Consent Form, you indicate that you understand the information in this statement and that you give your consent to participate in the evaluation.

You will be given a copy of this *Participant Information Statement* to keep as a record.

1. **Evaluation Purpose**

The aim of this current project is to collect qualitative data regarding the experiences of those who have been involved in the [*project name*] to date. This consultation forms part of the evaluation of the [p*roject name*] and the findings will be incorporated into the final evaluation report.

Should you agree to participate, you would be asked to participate in a face-to-face discussion of approximately 30 minutes about your views about the [insert project name]. The questions asked will focus on the following topics:

* [*list topics of discussion here*]

With your permission, the interview would be tape-recorded so that we can ensure that we make an accurate record of what you say.

1. **What are the possible benefits?**

The potential benefit for participants is to contribute to the potential improvement of [projectname]. Should there be a change in the way the project operates, this may benefit members professionally or may improve the systems in which they work.

1. **What are the potential risks?**

[*Insert identified risks with team leader or manager* *or outline that no risks have been identified*]. If you do decide to take part and later change your mind, you are free to withdraw from the evaluation at a later stage.

If you decide to withdraw, please notify the [nominated contact]. You may only withdraw before the data analysis commences.

1. **How will I be informed of the results of this evaluation?**

The findings from this evaluation will be shared with all members of the [*project name*], either via a verbal and/or written summary.

1. **Confidentiality and disclosure of information**

The individual interview will be confidential, except where disclosure is required by law. Your name and contact details will be kept in a separate, password-protected computer file from any data that you supply. The data will be safely stored by [insert organisation name] and will be kept in computer file for [insert #] years from the date of taping, before being destroyed.

In the final report, you will not be referred to by name and we will report our consultations in accordance with Privacy Act 1988. We will remove any references to personal information that might allow someone to guess your identity; however, you should note that as the number of people we seek to interview is small, it is possible that someone may still be able to identify you.

1. **Who can I contact?**

The person you may need to contact will depend on the nature of your query. Therefore please note the following:

**For further information about the project or interview:**

If you require further information or if you have any problems concerning this project, you can contact the project officer responsible: [*project officer/Evaluator name and contact phone number*].

**For complaints:**

If you have any complaints about any aspect of this evaluation, the way it is being conducted or any questions about being an evaluation participant in general, you may contact:

[*Executive officer/manager name and contact email*].