

## Guidelines for the Preparation of Information and Consent Form

The following information is designed to assist you in developing an appropriate Information and Consent Form for your research study. This Information and Consent Form has been devised by AIDD's Research Committee and Ethics Committee to comply with the legal and ethical obligations involved in providing information and obtaining consent from participants in research studies.

Researchers also need to consider the following guidelines in their design and include what information is relevant to the study:

1. The form needs to be written in simple language that is capable of being understood by the person (or his/her legal guardian) being asked to take part in the study.
2. The wording of the Consent Form should be addressed to the participant. Consideration needs to be given to the intellectual capacity of the person and to whether the person(s) being selected for potential participation is/are from a culturally and linguistically diverse background. This includes translation of the form (following standard procedures of translation) to an appropriate language.
3. In adapting the Consent Form for a particular study, researchers need to explain:
  - The background to the study (alternatively, this can be done by way of a separate information sheet)
  - What they hope to learn from the study (aim)
  - How the study will be conducted (methodology) including any anticipated payments/expenses (if any) for partaking in the study and the approximate length of time that participant will be involved in the study
  - Any possible risks associated with the study, including discomfort and inconveniences
  - What the possible outcomes of the research are
  - How the participant's information is to be stored, for how long and who is to have access to the information
  - Details of whether the information will be de-identified (ie. will identifying information be removed from the data?)
4. Where appropriate, additional information for example pamphlets and other explanatory material which give detailed explanation of the procedures involved, may also be attached.