Parent Information Sheet : Research Project Name

This is yours to keep

What is the research about?
Research tells us that Indigenous parents can often feel separated from their child’s schooling. The <name of community organisation> has established the program, called the <title of project & acronym> that you have been attending. It aims to develop the skills and confidence of Indigenous parents/carers to make better connections with their children’s schools and education. The research is to find out about your experiences with the <acronym>Project.

Why me?
This research is interested in talking to you about your experiences with the XXXX project. As someone who has attended XXXX sessions, you are one group of experts in this project and will be able to provide the researchers with valuable information from your point of view as parents/carers.

Who is doing the research?
<Names of researchers> have been invited to conduct the research.

What will I have to do?
If you agree to participate in the research, you would be asked to do three (3) things:

1. Be Observed – <Jane> will join in the XXXX sessions and make notes about the types of things that happen when you meet.

2. Be Interviewed – Jane will interview you at one of the XXXX sessions for approximately 45 minutes. You can choose to do this on your own or with others. Jane will record the interview on a digital recorder.

3. Make Digital Stories – Jane will guide you to produce a digital story so that you can tell us what you think of XXXX. This will happen in one of the XXXX sessions. A digital story is a 3 minute multimedia ‘story’ that you will produce on the computer. It uses sound (we record what you want to say), pictures or video, and words. Please do not be worried about this – the computers do most of the work for you.

What happens to my information?
The notes Jane takes at XXXX sessions, the interviews you give and the words you use on your Digital Story will be made into transcripts and these will be used to find the common types of things that people say about XXXX. All this information is confidential and anonymous (no one will know what you have said and we will use pseudonyms instead of your real name), except the Digital Story. The Digital Story is owned by you and we will ask your permission to use it for the research and for training purposes and conferences. You can choose to share your digital story with CDU and <name of organization> or not and it is your choice if you would like to identify yourself or not in the digital story.

The research will be published in academic journals and other publications and presented at conferences.
We will also be asking your permission to use your data in other projects. This allows us or other researchers to use what you have said in interviews and in your digital story at other times rather than having to speak to you again. You do not have to give this permission. If you choose not to, your data would be destroyed after 5 years as is standard practice in other research projects.

Will the research harm me in any way?
We do not think there is any risk to you if you agree to join the research. However, if you are ever upset during the research you can be referred to the Anglicare counseling service.

What if I don’t want to be involved?
You can choose not to participate at all. This choice will have no impact on your participation in the XXXX project or your school or with CDU. You will still be a valuable member of the XXXX sessions and can still do things like making a Digital Story even if you do not want to be a part of the project.
You can also choose to withdraw from the research at any time. So if you start the research and don’t want to continue you just need to let Jane or one of (name of community organization) the staff know or get someone else that you trust to let us know. We will destroy any notes we have and interviews and copies of digital stories will be deleted. We can do this up until the research is published.

Where can I go if I have concerns?
If, during the course of the project, you have any concerns about the project or the researcher, you may contact the Ethics Administration Officer of the Charles Darwin University Human Research Ethics Committee, who is not connected with this project and who can pass on your concerns to appropriate officers within the University. The Ethics Administration Officer can be contacted by email at ethics@cdu.edu.au or phone on 1800 466 215.

This project is being managed by Dr Jane Smith, School of Education at Charles Darwin University. If you would like more information before you decide to participate, please contact Jane by phone<,contact details> 8946 6xxx or email jane.smith@cdu.edu.au . You may also use these numbers at any time during the project, if you need information or wish to withdraw.

Thank you for considering taking part in this research

Jane Smith
Staff Information Sheet: <Title of project>

This is yours to keep

What is the research about?
Research tells us that Indigenous parents can often feel separated from their child’s schooling, often due to their own experiences of school. The <name of community organisation> has established a program, the <program name and acronym>) project that encourages the development of positive relationships between Indigenous parents and school staff by increasing Indigenous parents’ capacity to interact in the school.

Why me?
This research is interested in talking to you about your experiences with the XXXX project. As someone who works at a school that runs the XXXX project, you are one group of experts in this project and will be able to provide the researchers with valuable information from a school’s point of view.

Who is doing the research?
<Names of researchers> from Charles Darwin University and XXXX from <name of community organisation> have been invited to conduct the research.

What will I have to do?
If you agree to participate in the research, you would be asked to do one (1) thing:

1. Be Interviewed – XXX will interview you at a time that is negotiated with you, for approximately 45 minutes. The interview will be recorded with a digital recorder.

What happens to my information?
The interviews are transcribed and used to find the common themes about <the project>. All this information is confidential and anonymous and we will use pseudonyms for you and the school. The research will be published in academic journals and other publications and presented at conferences.

We will also be asking your permission to use your data in other projects. This allows us or other researchers to use what you have said in interviews at other times and for other research rather than having to ask to speak to you again. You do not have to give this permission. If you choose not to your data would be destroyed after 5 years as is standard practice in other research projects.

Will the research harm me in any way?
We do not think there is any risk to you if you agree to join the research. However, if you are ever upset at any time during the research there will be social workers from the <community organization> who you will be able to talk to.

What if I don’t want to be involved?
You can choose not to participate. This choice will have no impact on your participation in the XXXX project or the school or with CDU. You will still be a valuable member in your capacity with the XXXX
You can also choose to withdraw from the research at any time. You just need to let <Principal researcher> or one of The <community organization> Staff know. The interviews will be deleted and we can do this up until the research is being published.

**Where can I go if I have concerns?**

If, during the course of the project, you have any concerns about the project or the researcher, you may contact the Ethics Administration Officer of the Charles Darwin University Human Research Ethics Committee, who is not connected with this project and who can pass on your concerns to appropriate officers within the University. The Ethics Administration Officer can be contacted by email at ethics@cdu.edu.au or phone on 1800 466 215.

This project is being managed by Dr Jane Smith, School of Education at Charles Darwin University. If you would like more information before you decide to participate, please contact Jane by phone 8946 6XXX or email jane.smith@cdu.edu.au. You may also use these numbers at any time during the project, if you need information or wish to withdraw.

Thank you for considering taking part in this research

Jane Smith
Staff Consent Form: <Title of Project>

You DO NOT have to take part in this project. If you don’t wish to participate in the project, you can say NO.

I ………………………………………………………………………… ………… (put your name here)

<table>
<thead>
<tr>
<th>Agree that have read/listened and understand the information regarding the research project and I voluntarily and freely give my consent to participate in this study.</th>
<th>Sign In This Column</th>
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<th>Agree to participate in:</th>
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<tbody>
<tr>
<td>1. An interview of no more than 45 minutes.</td>
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<th>Understand the aim of the project, how the research will be run and the risks of the study. These have been clearly explained to me by the researcher.</th>
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<th>Understand that combined results from the research will be reported to &lt;Community organization partner&gt;, at conferences, and in academic journals.</th>
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<th>Understand that I am free to withdraw my consent for this study at any time during the study up until publication. If I do this my participation in the research study will immediately stop, and any individual recordings or stories I have contributed will be destroyed. I will be given several opportunities to withdraw my consent.</th>
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<th>Give permission for my data to be used in other projects and to be kept for this purpose. I understand that I do not have to do this and can change my mind at a later date and ask for my data to be destroyed by contacting the researchers.</th>
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Thank you for considering being a part of this research

Jane Smith