

**SAMPLE CONSENT FORM (on University letterhead)****CONSENT TO PARTICIPATE IN RESEARCH****Title of project:**

I have been given and have understood an explanation of this research project. I have had an opportunity to ask questions and have them answered to my satisfaction. I understand that I may withdraw myself (or any information I have provided) from this project before *[insert date]* without having to give reasons.

***It may be appropriate to add one or more paragraphs such as:***

I understand that any information I provide will be kept confidential to the researcher, the supervisor and the person who transcribes the tape recordings of our interview. I understand the published results will not use my name, and that no opinions will be attributed to me in any way that will identify me. I understand that the tape recording of interviews will be wiped at the end of the project unless I indicate that I would like them returned to me.

***Or a series of points may be listed, such as:***

- ❖ I consent to information or opinions which I have given being attributed to me in any reports on this research.
- ❖ I would like the tape recordings of my interview returned to me at the conclusion of the project.
- ❖ I understand that I will have an opportunity to check the transcripts of the interview before publication.
- ❖ *[Only where appropriate]* I understand that the University retains insurance cover against claims relating to harm, loss or damage suffered by participants in research projects as a result of any negligent act, error or omission by or on behalf of the University.
- ❖ I understand that the data I provide will not be used for any other purpose or released to others without my written consent.
- ❖ I would like to receive a summary of the results of the research when it is completed.
- ❖ I agree to take part in this research.
- ❖ Or I agree that *[name]*, who is under my guardianship, may take part in this research.

**Signed:****Name of participant:****Date:**

**SAMPLE INFORMATION SHEET (*on University letterhead*)****Participant Information Sheet for a Study of Household Tasks**

**Researcher:** *[name]*, School of *[name of School]*, Victoria University of Wellington

I am a Masters student in *[programme]* at Victoria University of Wellington. As part of this degree I am undertaking a research project leading to a thesis. The project I am undertaking is examining the tasks and roles of men and women in the household. This research project has received approval from the Victoria University Human Ethics Committee.

I am inviting men and women living in partnerships, with or without children, to participate in this study. Participants will be asked to complete a diary over seven days by making a tick on a response sheet against activities they perform in the household. After the seven-day period when diaries are collected, participants will be asked to complete a short questionnaire.

It is very important for participants to fill out their diaries daily rather than waiting until the end of the week. It is envisaged that the questionnaire will take about a quarter of an hour to complete and may be completed in your own time and returned to me personally or via the post. Stamped addressed envelopes will be supplied.

Should any participants feel the need to withdraw from the project, they may do so without question at any time before *[insert date]*. Just let me know at the time.

Responses will form the basis of my research project and will be put into a written report on an anonymous basis. It will not be possible for you to be identified personally. Only grouped responses will be presented in this report. All material collected will be kept confidential. No other person besides me and my supervisor *[name of supervisor]* will see the diaries or questionnaires. The thesis will be submitted for marking to the School of *[name of School]* and deposited in the University Library. It is intended that one or more articles will be submitted for publication in scholarly journals. Diaries and questionnaires will be destroyed two years after the end of the project.

If you have any further questions or would like to receive further information about the project, please contact me at *[phone and VUW email address]* or my supervisor *[name of supervisor]*, at the School of *[name of School]* at Victoria University *[phone and VUW email address of supervisor]*.

*[Name of researcher]*