**Participant Information Letter**

***(This is a simple language PIL that can be adapted to suit your audience e.g, for young people, people with an intellectual disability, literacy issues or an Indigenous or CALD background)***

***\*\*Guideline: The information in blue italics is for guidance only. Please revise as necessary for individual projects and write in simple language for the group you are recruiting.***

 ***Delete all blue writing prior to submission.***

**Title**

Hi, we want to invite you to our research study.

Research means listening to and finding out what people think about things, and then helping people by using that information. (Optional text)

1. **Why am I being asked to be in this study?**

*write a simple summary of what the aim of the study is e.g.*

*We want to find out if using virtual reality helps kids/people learn better.*

*25 other kids/people like you will be in the study.*

1. **Who is doing this research?**

My name is *(insert name)* and I am a researcher at the Australian Catholic University, and I’m working with *(name other researchers if applicable)*

*Consider adding photos of the research team.*

1. **What do I have to do?**

We will ask you some questions about *(insert the types of questions or themes)*

*(Suggestion for an interview)*

We will talk to you in your *(e.g., classroom or home)* in a quiet space. (If online, explain how this will work. If other issues such as non-verbal etc., need to be accommodated, then explain the adaptive process)

(Suggestions for a survey)

We will ask you to write your answers on a piece of paper or on the computer in the *(insert where the study will take place e.g., classroom, online). (If unable to write or other issues need to be accommodated, then explain the adaptive process)*

You can choose which questions to answer. You can say no if you don’t want to answer a question.

You can ask someone to help you or bring along someone you trust if you want (if applicable).

*(For a study involving an intervention)*

You will e.g., *wear a virtual reality head set when reading)*

*(If applicable)* We will ask to record what you say. If you don’t want us to, that is OK. We will take notes instead.

*(If conducting a Focus Group)*

Taking part involves answering some questions in a group. There will be about *(insert how many)* in the group. We will ask to record what you say so we don’t miss anything. As it is a group, all people in the group will be asked to keep anything they hear private.

1. **Do I have to be in the study?**

You do not have to be in this study. You can say no. (insert if applicable) You can say no even if your parent/s say yes.

It is up to you whether you take part. You can talk to (*insert who – e.g.,* *your parents* or a friend or relative) about whether this study is right for you. You can ask any questions you want to before saying yes to being in the study.

You can change your mind after you start the study. We will delete all of the information about you if you want us to.

You can stop at any time, and no one will be angry.

1. **How long is this study?**

It will take about (insert time and any other commitment)

The study will take place at (insert where). You can also bring along someone you trust if you want (if applicable).

1. **Who will see what I say?**

No one will know it was you who took part in the study, except for the researchers and *(insert who else will know e.g., your parents,* *teacher etc.)*

We will write about what we find out, but all information about you, including your name, will be kept private.

1. **Who can I talk to?**

If you have any questions or feel upset during or after the study, you can talk to the study team *(insert who else e.g., school counsellor, teacher, or your parents etc.)*

You can talk to the study team *or (insert) (insert how or when)* or call *(insert contact name and phone number)*

As this study has been approved by the ACU Research committee *(insert ethics id)*, you can contact us if you have a complaint or any concerns on 029739 2519 or Resethics.manager@acu.edu.au

1. **What do I do if I want to take part in the study?**

I *(we)* will ask you to agree to be in the study using a form called an assent *(insert ‘consent ‘for non-child studies)* form. (delete if not applicable) Your parent will also have to agree for you to take part.