

Template 3: Participant Information Sheet

Introduction

You are being invited to participate in a research study. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what your participation will involve. This Participant Information Sheet (PIS) explains:

- The purpose of the study
- What you will be asked to do
- Possible risks and benefits
- How your information will be protected
- Your rights as a participant

Please read this information carefully. If there is anything you do not understand, please feel free to ask the researcher for clarification. You may take time to think about your decision and discuss it with family, friends, or others if you wish. If you agree to participate, you will receive a copy of this Participant Information Sheet and the signed Informed Consent Form for your records. Your participation is completely voluntary. You may refuse to participate or withdraw from the study at any time without giving any reason. Your decision will not affect your access to services, benefits, or future care in any way.

1. What is this study about?

This research study aims to:

- [State the main aim in simple language]
- [Briefly describe the objectives]

2. Why have you been selected to participate?

You have been invited to participate because:

- [Explain the reason for selecting this locality/community/group]
- [Explain why the individual meets the inclusion criteria]

Participants are selected based on specific criteria relevant to the research topic. No one is selected randomly without reason.

3. Why is this research important for the community?

The information collected through this study may:

- Help improve policies, services, or programs
- Contribute to academic knowledge
- Support community development initiatives

4. Who can take part in this study?

Individuals who meet the following criteria can participate:

- [Age group, gender, occupation, or other criteria]
- [Any inclusion/exclusion conditions]

Participation is entirely voluntary.

5. What will you be asked to do and how long will it take?

If you agree to participate, you will be asked to:

- [Complete a questionnaire / participate in an interview / join a group discussion / etc.]
- [Mention number of sessions, if applicable]

The total time required for participation will be approximately _____ (for example, 45 minutes to 1 hour).

If follow-up meetings are required, you will be informed in advance.

6. What are the possible risks or inconveniences?

There may be minimal risks involved in this study. These may include:

- Emotional discomfort when discussing sensitive topics
- Fatigue due to the length of the interview
- Minor inconvenience due to time spent

You are free to skip any question you do not wish to answer. If you feel uncomfortable at any time, you may stop the interview or withdraw from the study.

If needed, appropriate support or referral services will be suggested.

7. What are the possible benefits of participating?

You may or may not receive direct personal benefits from participating. However:

- Your participation may contribute to improved services or policies
- The research findings may benefit the wider community
- You may find the discussion meaningful or empowering

No guaranteed personal benefit is promised.

8. How will your privacy and confidentiality be protected?

Your privacy is very important to us.

- Your name and personal details will not appear in any report or publication.
- A code number will be used instead of your name.

- All information will be kept confidential and stored securely (password-protected files / locked cabinets).
- Only the research team will have access to the data.
- The data will be used only for research purposes.

Your identity will not be disclosed under any circumstances unless required by law.

9. Are there any costs or payments?

You will not be required to pay any money to participate in this study.

[If applicable: You may receive reimbursement for travel expenses / refreshments / compensation for time, as per institutional guidelines.]

10. What are your rights as a participant?

- Participation is voluntary.
- You may refuse to answer any question.
- You may withdraw from the study at any time.
- You may ask questions at any stage of the research.
- You are entitled to a copy of the signed consent form.

Your decision will not affect any services or benefits you receive.

11. Who can you contact for questions or concerns?

If you have any questions about the study, please contact:

Principal Investigator/ Researcher

Name: _____

Designation: _____

Institution: _____

Phone: _____

Email: _____

If you have concerns about your rights as a research participant, you may contact:

Institutional Review Board / Ethics Committee

College of Social Work (Autonomous), Nirmala Niketan

Phone: 022-22002615

Email: nn@cswnn.edu.in