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| Plain language statement  Melbourne School of Psychological Sciences |  |

**Project: [*insert project title*]**

**Dr [*insert name*] (Responsible Researcher)**

Tel: +61 3 XXXX XXXX; email: [xxxx@unimelb.edu.au](mailto:xxxx@unimelb.edu.au)

**Ms [*insert name*] (PhD student)** email: [xxxx@student.unimelb.edu.au](mailto:xxxx@student.unimelb.edu.au)

**Mr [*insert name*] (Master’s student)** email: [xxxx@student.unimelb.edu.au](mailto:xxxx@student.unimelb.edu.au)

**Mx [*insert name*] (Honours student)** email: [xxxx@student.unimelb.edu.au](mailto:xxxx@student.unimelb.edu.au)

[*include additional lines as required*]

# Introduction

We would like to invite you to participate in a project on [*insert short summary*]. This research aims to [*insert 2–3 sentence description here*].

# What will I be asked to do?

If you choose to participate, you will be asked to [*insert a one-paragraph description listing everything the participant will be asked to do. State how long the experiment is expected to take. State if there will be any audio- or video-taping, or any other recordings such as eye tracking or heart-rate monitoring.*]

# What are the risks?

[*Insert a one-paragraph description listing all possible risks and how they have been minimised.* ***It is highly unlikely that there are no known risks.*** *If it is at all possible that the participant’s mood may be negatively affected, they should be told they can contact a counselling service such as LifeLine (13 11 14) or the University of Melbourne Psychology Clinic (Tel: +61 3 9035 5180; email:* [*clinic@psych.unimelb.edu.au*](mailto:clinic@psych.unimelb.edu.au)*). They must not be referred to the University Counselling Service. If your participants are from countries other than Australia, you should include contact details for local counselling services.*]

# What are the benefits?

[*List the benefits of this work to the wider community and/or the participant. List any payments, incentives or reimbursements to be made to the participants. Describe the likelihood and form of dissemination of the research results, including possible publications. State all sources of funding for the project (if applicable). State any potential conflicts of interest for the researchers or sponsors (if applicable).*]

# How will my confidentiality be protected?

[*Describe how the participant’s confidentiality will be protected. It is not enough to just state that it will be; the mechanisms that will be used to protect confidentiality must be explained (e.g., password-protected data files, etc.). You must explicitly acknowledge that confidentiality will be protected subject to legal limitations. If the sample size is small, you must acknowledge that this may have implications for protecting the identity of participants. You must explicitly state whether or not the data will be destroyed after a set period of time and whether the data may be used again for future research. Please ensure this information is consistent with your application form and other documents.*]

# What if I want to withdraw from the research?

Participation in this research is completely voluntary. You are free to withdraw at any time and to withdraw any unprocessed data previously supplied. Withdrawing from the research would have no effect on your relationship with any member of the School of Psychological Sciences. It would not affect your grades, assessment or any treatment for which you would otherwise be eligible.

# Where can I get further information?

If you have not understood any of this information, please contact any of the researchers listed above. This research project has been approved by the Human Research Ethics Committee of The University of Melbourne. If you have any concerns or complaints about the conduct of this research project that you do not wish to discuss with the research team, you should contact the Manager, Human Research Ethics, Office for Research Ethics and Integrity, University of Melbourne, VIC 3010 (Tel: +61 3 8344 2073; Fax: +61 3 9347 6739; email: [HumanEthicsComplaints@unimelb.edu.au](mailto:HumanEthicsComplaints@unimelb.edu.au)). All complaints will be treated confidentially. In any correspondence, please provide the name of the research team, or the name or ethics ID number of the research project.

# How do I agree to participate?

If you wish to participate, please read and sign the consent form provided by the researcher. [*This can be edited according to the circumstances of the experiment; for example, an online experiment might have instead:* If you wish to participate, please click ‘continue’ to view a consent form and provide your consent.]