

## **Guidelines on Participant Information Sheet**

A participant information sheet should include the following details:

1. Code of research project
2. Research project title
3. Research project objective(s)
4. Describe research methodology (only describe methodology which involves participants); if it is an experimental research, describe the methodology which involves participants in the experimental and compare/control group; specify length of time the participants must spend in the research project
5. Describe in details process, procedure, and what participants must do or be treated during the participation in the research project
6. Describe potential risks to life, physical body, mental condition, reputation, freedom, or property of participants (if any), or inconvenience that may cause the participants (if any). In the case of aforementioned risks or inconvenience, the researcher shall describe preventive measures and corrective or assistant actions should the risks or inconvenience occur during research
7. In the case that the research project poses a high risk that can be harmful to life and physical body of participants, the researcher shall describe how he or she will compensate the participants for loss of life, injury, or disability as a direct result of the research
8. Describe direct and indirect benefits participants shall receive from the research project. In the case that no benefit will be given to the participants, they shall be informed by the researcher
9. Describe in details to participants the remuneration, compensation for time and inconvenience, travel expenses, or a gift he or she is entitled to receive (if any) upon participating in the research project
10. Describe in details and specify the exact amount of money to participants in advance in order to make a decision to participate in the research project in the case that the participants must be responsible for any expense
11. Describe in details to participants about the research project participation that it should be participated voluntarily. The participants have the right to refuse to participate in the research project and to withdraw from the research project at any moment. The participants' refusal or withdrawal shall not affect their rights they are entitled to receive
12. Describe in details to participants that their personal information will be kept completely confidential. Only the overall research results will be published. The participants' personal information will not be disclosed by the researcher by any means unless the written permission to disclose the information is made by the participants

13. The researcher must inform participants about the new information, theory, or technology that is expected by the researcher to occur in the future and it may affect the participants during the time of research project. So the participants can make a decision if they want to further participate in the research project

14. Specify at least one contact person, his or her affiliation, telephone number, and other available channels for participants to communicate with convenience for further information, should the participants have any query about the research process

15. Specify the following statement: “Should the researcher fail to abide by the guideline stated in the participant information sheet, participants are entitled to contact the University of the Thai Chamber of Commerce Research Ethics Committee, Office of Academic Affairs, telephone: 02 697 6380-2” at the end of the participant information sheet.

### **Notes**

(1) The Participant Information Sheet should be written as clear and concise as possible in order that it is easy for participants to understand.

(2) The Participant Information Sheet must be separated from the Consent Form.

(3) In the case that participants are over 12 but not over 18 years of age, the researcher shall provide a document for the participants and their parents/guardians.

(4) In the case that participants are over 7 but not over 12 years of age, the researcher shall provide a document that the literate minors can easily understand. In the case that the minors are illiterate, the information shall be read to them by the researcher. The researcher shall provide another document for the participants and their parents/guardians.

(5) In the case of participants without the capacity to consent such as minors under 7 years of age, persons of unsound mind, persons of unconsciousness, etc., the researcher shall provide a consent form only for their parents/guardians.

(SAMPLE)

## Participant Information Sheet

Title of Research Project .....

### Principal Investigator Information

Name of Principal Investigator .....

Affiliation School/Office .....

Mobile Number ..... Office Telephone Number .....

Email Address.....

### Name of Co-Investigator

Name of Co-Investigator .....

Affiliation School/Office .....

Mobile Number ..... Office Telephone Number .....

Email Address.....

### **Suggestions for researchers**

*1. Please adjust the statements to accord with the research project and your research participants in order that the participants have thorough understanding of information.*

*2. In the case that participants are below 18 years of age, an assent form must be approved by their parents.*

Dear Participant

You are invited to participate in the research project entitled.....  
because you are .....

Before you decide to participate in this study, please read this document thoroughly in order to realise the purpose and detail of this study.

You can ask for advice about the participation from your family, friend, and acquaintance. You have enough time to make your own decision. If you have decided to participate in this research project, please sign your name in this consent form.

1. Reasons for conducting this research and reasons for conducting research on human subject.....  
.....

2. Research objective.....  
.....

3. Benefits participants will gain.....  
.....

4. A total number of participants.....

5. A total length of time of this research.....months from.....to.....

6. If you have decided to participate in this research, the researcher will ask you to answer questions about..... The questions is divided into.....parts. A total number of questions..... Approximate time to answer.....minutes.

7. After you have completed the questionnaire, the researcher will get it back by.....

8. Your answers consisting your name and personal information will be coded by the researcher and it will be deleted at the completion of the research project approximately in the month of.....year.....

9. Your personal information will be confidential. The individual’s information will not be disclosed to public. Rather, the results will be reported as an overall summary. Your personal information will be accessed only by those who involve in this study and the University of the Thai Chamber of Commerce Ethics Committee.

10. Potential risks during the participation: you may feel uncomfortable or uneasy with some questions. You have the right not to answer those questions. Also you are entitled to withdraw from this study at any time without prior notice. Not participating in or withdrawal from this study will not affect any..... *(Specify only potential effects which participants may have such as use of service, treatment, teaching and learning, learning result, etc.)*

11. The researcher will inform participants on any new information involving the research project.

12. You will not receive any remuneration nor pay any expense from this study (*If there is remuneration or gift, please specify.*).....

Should you have any query regarding this study, you can contact (Name of researcher).....at mobile number..... at any time.

### **Rights of participants**

As a participant, you will have the right as follows:

1. You will be informed about type and objective of this study.
2. You will be explained about risks and uneasiness that may occur in this study.
3. You will be explained about benefits you may gain from this study.
4. You will have an opportunity to inquire about this study or its procedures.
5. You will be informed about your participation that you can withdraw from this study at any time and the withdrawal shall not have any effect on you.
6. You will receive a copy of Participant Information Sheet and a copy of Consent Form.
7. You have the right either to participate or not in this study without being forced to or deceived.

This research project has been approved by the University of the Thai Chamber of Commerce Ethics Committee. If you are not treated according to the statements written in this Participant Information Sheet, you can contact the Thai Chamber of Commerce Ethics Committee, or the Office of Academic Affairs on the 6<sup>th</sup> floor of Building 21, the Thai Chamber of Commerce, Vibhavadee Rangsit Road, Ratchadapisek Sub-District, Dindaeng, Bangkok 10400 Telephone 02 697-6380-2