

Writing Tips: Participant Information Consent Form (PICF)

At TUA, the template used to inform research participants is the '**Participant Information Consent Form**' (PICF). This is one document that combines the 'Participant Information Sheet' and the 'Consent Form', as directed by the National Statement.

Participant information sheets are the primary guidance documents for participants, to provide clear information regarding the research and risks, with a detailed overview of the commitment required as participants.

It is imperative the participant information sheet is written in plain language, to ensure it is easy to understand. Informed consent is only possible if the participants you engage with understand what they are being asked to do.

“The purpose of this National Statement is to promote ethically good human research. Fulfilment of this purpose requires that participants be accorded the respect and protection that is due to them.”

[National Statement on Ethical Conduct in Human Research 2007 \(Updated 2018\)](#)

To ensure participants are accorded respect and protection, the following points should be considered when writing a Participant Information Sheet:

- 1.** Clearly write The participant information sheet content to enable participants to easily understand what you are asking them to commit to. Customised information regarding participant commitment, risks and mitigating strategies, should be included.
- 2.** Use plain language throughout as participants will not have the same understanding about your research, and avoid using academic terminology or technical language.
- 3.** Ensure the spelling and grammar is correct, as participant information sheets are representative documents that should be professional, representing the research team and TUA.
- 4.** Request a colleague outside of the research team to proof-read your participant information sheet, confidentially. The proof-reader should be able to understand what the research is about and what participants are being asked to do by reading the participant information sheet.
- 5.** Consider separate participant information sheets if your research involves more than one cohort (for example, healthcare workers and healthcare educators), to ensure the information is customised to each participant group. Participant Information sheets should be clearly labelled in this case.
- 6.** Detail the phases and data collection activities clearly (for example, phase one is an online survey, phase two is an interview), specifying the consent management throughout.