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| **Sample documents for organisations**  These templates are for researchers to provide to organisations when their employees or members are asked to take part in research projects that pertain to the organisation. This template should be adapted to suit the participants and nature of the research. |



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| Template for Information Sheets for Organisations   1. This template is to assist researchers in the development of an Information Sheet and Consent Forms for Organisations. Please adapt this template to suit your specific project and nature of the research. 2. Information sheets and consent forms should be provided to organisations when their employees or members are asked to take part in research projects that pertain to the organisation. 3. Ensure you use language that is clear and understandable to describe your project and what you are asking from organisations. 4. The consent form should be completed by someone in the organisation who has the authority to do so; this will differ by context. If the organisation wishes to place conditions on the consent, please discuss with your supervisor. 5. You may consider the following issues if your research involves Pacific Peoples participants or your research has an impact on Pacific Peoples: 6. If you are Pacific and are working with one or more Pacific community, you should have the opportunity to decide how you want to introduce and identify yourself (e.g. using your own specific cultural greetings and protocols); 7. If you are not Pacific, but are working with one or more Pacific community, you should consult with your supervisor (who would ideally be Pacific or have experience working with Pacific peoples) to know what is appropriate. If you are not a student, then you should consult with Pacific advisors who can ensure that the correct protocols are maintained. Importantly, non-Pacific researchers should be upfront about their positionality and their non-Pacific identity and should also consult the Pacific Research Guidelines; 8. If the proposal has an impact on Pacific peoples, you need to use your own cultural knowledge as a guide (if applicable) and should consult with your supervisors/advisors and the Pacific Research Guidelines. Importantly, the Pacific people/communities involved should be empowered to have ownership over the research at all stages, including deciding the research questions. 9. Statements in the template that are not appropriate for your particular research should be deleted before submitting your HEC application. 10. These guidance notes in yellow boxes should also be deleted. |



**[Add Project Title here]**

**INFORMATION SHEET FOR ORGANISATIONS**

[Please include a greeting that is most appropriate for your participants here]

[EITHER]

Hello

[OR]

Tēnā koe/ Tēnā koutou katoa

[OR]

[You may include an appropriate Pacific greeting(s) here. Such greetings need to reflect the diversity of Pacific Communities in Aotearoa New Zealand. You should be mindful that there are Pacific communities that do not have a large representation in Aotearoa New Zealand. So, you need to make sure to find out the appropriate greetings, if it isn’t on the list provided here, as the greeting is just the beginning of the cultural considerations that must be made. Some of Pacific greetings may include, but are not limited to: Talofa lava, Kia Orana, Malo e lelei, Fakaalofa lahi atu, Ni sab ula Vinaka, Malo nik, Halo ola keta,Mauri, Fakatalofa atu].

Thank you for your interest in this project. Please read this information before deciding whether or not your organisation will take part. If you decide to participate, thank you. If you decide not to take part, thank you for considering my request.

## [EITHER] Ko wai ahau / Who am I? [OR] Ko wai mātou / Who are we?

[Choose one of the following options and delete the other]

My name is [add name] and I am a [Honours/Masters/Doctoral] student in [add programme] at Te Herenga Waka—Victoria University of Wellington. This research project is work towards my [thesis/dissertation].

[OR]

My name is [add name] and I am an academic staff member in [add programme] at Te Herenga Waka—Victoria University of Wellington.

[OR]

[If you are a Māori researcher, you may choose to include mihi/pepeha here]

[OR]

[If your research involves Māori participants or has an impact on Māori, you may include mihi/pepeha here]

## He aha te whāinga mō tēnei rangahau / What is the aim of the project?

This project [explain the research purpose/topic in language appropriate to your audience].  
Your organisation’s participation will support this research by [explain what the benefits are to the organisation and/or to the research]. This research has been approved by the Te Herenga Waka—Victoria University of Wellington Human Ethics Committee [add Hōkai application reference i.e. HExxxxxx].

## Ka pēhea tō āwhina mai / How can you help?

[Choose options appropriate to your project.]

If you agree to take part, I will interview your [employees/members]. I will ask them questions about [add a brief description]. The interviews will take [specify length of interview]. [Employees will be expected to take part outside of work time/Employees will complete the interviews during work time, with your permission]. The interviews will take place [specify location]. Each individual participant will be asked to provide consent before their involvement in the research. [I will [audio/video] record the interview with the permission of the participants and write it up later]. [The interviews will be confidential, meaning that I/the research team will know who participated, but the identities of the participants will be protected/The interviews will not be confidential, and individual participants will be identified in the research outputs].

[AND/OR:]

If you agree to take part, I will survey your [employees/members]. I will ask them questions about [add a brief description]. The surveys will take [specify length of interview]. The surveys will take place [specify location of survey]. [Employees will be expected to take part outside of work time/Employees will complete the surveys during work time, with your permission]. Each individual participant will be asked to provide consent before their involvement in the research. [The surveys will be confidential, meaning that I/the research team will know who participated, but the identities of the participants will be protected/The interviews will not be confidential, and individual participants will be identified in the research outputs].

[AND/OR:]

If you agree to take part, I will observe your [employees/members]. I will be observing them as they [add a brief description]. The observations will occur [specify location, length of time, and frequency]. [The observations will/will not have an impact on your employees/members work]. Each individual participant will be asked to provide consent before their involvement in the research. [I will [audio/video] record the observation(s) with the permission of the participants [and will transcribe it later]. [The observations will be confidential, meaning that I/the research team will know who participated, but the identities of the participants will be protected/The observations will not be confidential, and individual participants will be identified in the research outputs].

[AND/OR:]

[Please generate a statement that is appropriate given the research methodology being employed, using the above statements as a template].

## Ka ahatia ngā kōrero ka tukuna mai / What will happen to the information the participants give?

[Choose one of the following options and delete the others]

Participation in this research is confidential[[1]](#footnote-2)\*. This means that the researcher[s] named below will be aware of the identity of your organisation but your organisation will not be revealed in any reports, presentations, or public documentation. [However, you should be aware that in small projects the identity of your organisation might be obvious to others] [include this statement if it could be relevant for your research].

[OR:]

Participation in the research is not confidential, and participants and your organisation will be named in the final report.

[OR:]

Participants will not be named in the final report but your organisation will be named.

Only [my supervisor(s)] [include if you are a student], the transcriber (who will be required to sign a confidentiality agreement) [if an external transcriber is to be used] and I will [read the notes or transcript of the interview/have access to the survey data]. The [interview transcripts, summaries and any recordings/survey data] will be kept securely and destroyed on [date].

[Be aware that the identities and contributions of participants will be kept confidential from your organisation] [include if relevant].

## He aha ngā hua o te rangahau / What will the project produce?

The information from my research will be used in [my Honours/Masters/PhD dissertation/report] [AND/OR] [a report to XXX and/or academic publications and conferences]. [I will also provide your organisation with a report summarising the results of the research] [if this will be offered].

## Ki te whakaae mai koe, he aha ō mōtika hei kaitautoko i tēnei rangahau / If you accept this invitation, what are the rights of your organisation?

You do not have to accept this invitation if you don’t want to. If you do decide that your organisation will participate, you have the right to:

• ask any questions about the study at any time;

• withdraw your organisation’s participation from the study before [add a specific date], however, individual participants retain the right to decide if their data will be withdrawn;

• be able to read a report of this research [if appropriate].

## Mehemea ngā pātai, he raruraru rānei, me whakapā ki a wai / If you have any questions or problems, who can you contact?

If you have any questions, either now or in the future, please feel free to contact [either/me]:

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| **Student:**  Name:  University email address:  [Note: students should not provide personal cell phone numbers] | **Supervisor:**  Name:  Role:  School:  Phone:  [first.last]@vuw.ac.nz |

## He kōrero whakamārama mō HEC / Human Ethics Committee information

If you have any concerns about the ethical conduct of the research you may contact the Te Herenga Waka—Victoria University of Wellington HEC Convenor, Associate Professor Rhonda Shaw, by emailing [human-ethics@vuw.ac.nz](mailto:human-ethics@vuw.ac.nz).



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| Organisation Consent Form Template   1. This template is to assist researchers in the development of an Organisation Consent Form when collecting data. Please adapt this template to suit your specific participants and nature of the research. 2. You will also need to provide consent forms for the participants in the research. 3. Statements in the template that are not appropriate for your particular research should be deleted before submitting your HEC application. 4. These guidance notes in yellow boxes should also be deleted. |



**[Add Project Title here]**

**CONSENT TO PARTICIPATE (ORGANISATION)**

This consent form will be held for [a minimum of 5] years.

Researcher: [Add Name, School], Te Herenga Waka—Victoria University of Wellington.

• I have read the Information Sheet and the project has been explained to me. My questions have been answered to my satisfaction. I understand that I can ask further questions at any time.

• I agree that my organisation will take part.

I understand that:

• I may withdraw this organisation from this study at any point before [add specific date], and [the information provided by members of the organisation will be returned to them/or destroyed] [OR] [the information provided up to this date by members of the organisation will be used in the project] [select one].

• Any information the participants provide will be included in a final report but the [surveys/transcripts/observation notes/recordings] will be kept confidential to the researcher [and the supervisor] [include if you are a student] and the transcriber [if an external transcriber is to be used].

• The identities of the participants [will/will not] remain confidential to the researcher(s).

• The results will be used for a [Honours/Masters/PhD dissertation/report/a report to XXX and/or academic publications and/or presented to conferences].

• [EITHER] The name of my organisation will not be used in reports and utmost care will be taken not to disclose any information that would identify the organisation.

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|  | [OR] I consent to information or opinions which are given by the participants being attributed to the organisation in any reports on this research and have the authority to agree to this on behalf of the organisation. | Yes o | No o |
| • | I would like to receive a copy of the final report and have added my email address below. | Yes o | No o |

Signature of participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.  Confidentiality will be preserved except where participants disclose something that causes me to be concerned about a risk of harm to themselves and/or others. [include if appropriate for your research] [↑](#footnote-ref-2)