***Version:*** *1.0* ***Last Updated:*** *15 October 2025*

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# FORM 2: PARTICIPANT INFORMATION SHEET

*Note:*

*In planning for the content of the PIS document, the researchers should take into consideration the participants’ literacy level. The document should be written using language that facilitates the comprehension of participants and should avoid using jargon or technical term that impedes comprehension. In order to ensure non-English speakers, understand what they are signing up for, researchers should consider translating the PIS sheet and/or any relevant instruments into local language(s) if necessary.*

*Information of researcher and supervisor must be included together with how they can be contacted*

*Example:*

|  |  |
| --- | --- |
| *Researcher* | *Name:*  *Contact No.:*  *Faculty/University:* |
| *Supervisor(s)* | *Name:*  *Contact No.:*  *Faculty/University:* |

# Research Title:

* *Title of research*

# Introduction:

* *Provide a brief description of the study, avoid jargon, do not put any citations*

# Purpose:

* *State the aim of study*

# Study Procedure:

* *Explain clearly how the study will be carried out to ensure the participants involved understand the process (e.g., interview survey, experiment, observation, etc.)*
* *State the length of the study or process.*
* *Explain clearly what participants need to do throughout the study.*
* *If the procedure involves intervention/experiment, researcher should provide details regarding the procedure(s). For instance, if the procedure involves observation, detailed information on what will be observed and how it will be carried should be provided.*

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# Participation in the Study:

* *Explain why the relevant individuals have been identified as potential participants.*
* *State if participation is based on voluntary basis, and if refusal or withdrawal impact the participants in any manner*

# Benefit to participants:

* *State clearly if there are any direct benefits for the participants (e.g. if it involves monetary incentives, voucher, etc.)*
* *If there is no direct benefit to the participant, this should also be stated clearly*.

# Risk to participants:

* *Researcher should preempt and explain if participants may experience any foreseeable discomfort or expose to any possible risks. Researchers are required to provide information of referral pathway in situations whereby participants experience emotional distress and in need of assistance.*
* *If the study is psychology-related or involves vulnerable population, researchers are required to put in place process or steps to mitigate or address the situation*.

# Confidentiality:

* *State clearly if video or audio taping will be involved. Researchers are required to inform who will have access to the data, when and how the relevant data will be dealt with. For example: Tapes containing the recording will be identified only by a code and will not be used or made available for any purposes other than the research project. These tapes will be destroyed at the end of the study.*
* *If data collection involves online platform, researchers are required to explain how confidentiality and anonymity will be ensured.*
* *The researchers need to give assurance that answer and information will be kept confidential by the researchers and will not be made public unless disclosure is required by law.*
* *To explain that by signing on the consent form, it will authorize the review of records, analysis and use of the data arising from this study.*
* *To inform the participants that if they have any question about the study or their rights, they can contact the researcher(s) using the contact information provided.*

# Complaints

Should the participants have any concerns or questions about the research project, which they do not wish to discuss with the researchers listed in the document, then they may contact:

|  |  |
| --- | --- |
| Reviewing REC | University of Malaya Research Ethics Committee (UMREC) |
| Telephone | 03-79677022 (ext.: 2369) |
| Email | [umrec@um.edu.my](mailto:umrec@um.edu.my) |
| Mailing address | Universiti Malaya Research Ethics Committee  Level 6  Kompleks Pengurusan Penyelidikan dan Inovasi (KPPI) Universiti Malaya  50603 Kuala Lumpur, Malaysia |

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*Note - If the survey or interview will be conducted via online platform, please include the following:*

By clicking “I agree” below you are indicating that you are at least 18 years old, have read and understood this consent form and agree to participate in this research study.

* Agree
* Disagree

Please print a copy of this page for your records

**PLEASE NOTE:** Statements *in italics/blue/red* are instructions or examples and should not be included in the actual Participant Information Sheet.