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| **Ethics Review Committee for Research****Faculty of Management & Finance****University of Colombo** |



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|  **Important Note**: If your research project involves contacting human subjects in data gathering, please use this template for reporting the following information. This information should be provided to the participants before you get the Consent Form filled by them.  |

**Template for Project Information Sheet**

1. **Title of the Project**
2. **Name(s) of the investigator(s) with affiliations**
3. **Purpose/ aims/ objectives of the Project** (to confirm that it is for academic/ scholarly research)
4. **Reason(s) for inviting the participant** (to confirm the nature of data/ information expected from the participant)
5. **Voluntary nature of participation of the respondents** (to confirm that participants are free to withdraw at any time or to withdraw any data provided previously)
6. **Requirements in the participation** (to confirm the time requirement of participation, whether interviews are audio/ video recorded etc.)
7. **Your relationship with the research participants/ respondents/ case organization/ research site:** (to confirm whether there is any possible conflict of interest, if so how to avoid/ minimize it)
8. **Any risks attached to the participation** (to confirm whether there is any risks, physical or mental discomfort or hazards are attached to the participation)
9. **Confidentiality/ anonymity of the data/ information revealed** (to confirm how the confidentiality/ anonymity is protected in collected data)
10. **How data/ information are stored, who get access, how long** (to inform how the collected data/ information is dealt with, who will take charge of them, how long such data/ information will be stored and in which modes)
11. **Procedure to follow if agreed to participate** (to confirm the procedure to be carried out in the data/ information collection)
12. **What are the outputs of the project** (to inform the types of reports that will be produced based on the findings of the study)
13. **Contact details of persons for further clarifications** (to inform the contact persons with contact details, in case the need of further clarifications)