



PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM
 Facilitating large energy user deployment of off-site renewable generation
 Dr. Emily Mitchell

The study is being carried out by the following researchers:		
Role	Name	Organisation
Chief Investigator	Dr. Emily Mitchell	UNSW School of Renewable and Photovoltaic Energy Engineering
Co-Investigator/s	Graham Mills	UNSW School of Renewable and Photovoltaic Energy Engineering
Student Investigator/s	Sharon Young is conducting this study as the basis for the degree of PhD at The University of New South Wales. This will take place under the supervision of Dr. Anna Bruce and A/Prof Iain Macgill	UNSW School of Renewable and Photovoltaic Energy Engineering
Research Funder	This research is being funded by the CRC for Low Carbon Living	

What is the research study about?

You are invited to take part in this research study. You have been invited because you are an individual responsible for decision making with respect to energy procurement for your organisation.

The research study is aiming to develop a framework enabling efficient bi-lateral procurement of off-site renewable energy by organisations and other large energy users.

Do I have to take part in this research study?

Participation in this research study is voluntary. If you don't wish to take part, you don't have to. Your decision will not affect your relationship with The University of New South Wales or the CRC for Low Carbon Living.

This Participant Information Statement and Consent Form tells you about the research study. It explains the research tasks involved. Knowing what is involved will help you decide if you want to take part in the research.

Please read this information carefully. Ask questions about anything that you don't understand or want to know more about.

If you decide you want to take part in the research study, you will be asked to:

- Sign the consent form ;
- Keep a copy of this Participant Information Statement;

What does participation in this research require, and are there any risks involved?

If you decide to take part in the research study, you will be asked to respond to questions included in a survey of your organisations processes for energy procurement, drivers in energy procurement, attitudes towards and experience with renewable energy procurement, and details of any off-site renewable energy procurement experience your organisation has had.

Aside from giving up your time, we do not expect that there will be any risks or costs associated with taking part in this study.



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You will be asked to participate in an interview that would take approximately 1 hour. During the interview a member of the research team will ask you questions about the organisations processes for energy procurement, drivers in energy procurement, attitudes towards and experience with renewable energy procurement, and details of any off-site renewable energy procurement experience your organisation has had. With your permission we would like to digitally record the interview using an audio recorder. The interviews will take place in a location to be negotiated which is suitable for both parties.

Will I be paid to participate in this project?

There are no costs associated with participating in this research study, nor will you be paid.

What are the possible benefits to participation?

We hope to use information we get from this research study to enable the development of efficient bi-lateral procurement of off-site renewable energy in Australia.

What will happen to information about me?

By signing the consent form you consent to the research team collecting and using information about you for the research study. We will keep your data for a period of 7 years. We will store information about you in a secure shared project drive on the UNSW File Server. Your information will only be used for the purpose of this research study and it will only be disclosed with your permission.

It is anticipated that the results of this research study will be published and/or presented in a variety of forums. In any publication and/or presentation, information will be published, in a way such that you will not be individually identifiable. Although every effort will be made to protect your identity, there is a risk that you might be identifiable in publications due to the nature of the study and/or the results.

You have the right to request access to the information about you that is collected and stored by the research team. You also have the right to request that any information with which you disagree be corrected. You can do this by contacting a member of the research team.

The audiotaped digital recordings are for the purposes of the research study. After the interview we will transcribe and then delete your digital recordings.

How and when will I find out what the results of the research study are?

You have a right to receive feedback about the overall results of this study. You may receive feedback regarding the research by attending the workshops to be held during the project or via the project website.

You will receive this feedback after the study is finished.

What if I want to withdraw from the research study?

If you do consent to participate, you may withdraw at any time. If you do withdraw, you will be asked to complete and sign the 'Withdrawal of Consent Form' which is provided at the end of this document. Alternatively you can ring the research team and tell them you no longer want to participate.

If you decide to leave the research study, the researchers will not collect additional information from you.

You are free to stop the interview at any time. Unless you say that you want us to keep them, any recordings will be erased and the information you have provided will not be included in the study



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results. You may also refuse to answer any questions that you do not wish to answer during the interview.

Submitting your completed questionnaire is an indication of your consent to participate in the study. You can withdraw your responses if you change your mind about having them included in the study, up to the point that we have analysed and published the results.

What should I do if I have further questions about my involvement in the research study?

The person you may need to contact will depend on the nature of your query. If you want any further information concerning this project or if you have any problems which may be related to your involvement in the project, you can contact the following member/s of the research team:

Research Team Contact

Name	Dr. Emily Mitchell
Position	Lecturer
Telephone	61 (0) 2 9385 0166
Email	emily.mitchell@unsw.edu.au

What if I have a complaint or any concerns about the research study?

If you have any complaints about any aspect of the project, the way it is being conducted, then you may contact:

Complaints Contact

Position	Human Research Ethics Coordinator
Telephone	+ 61 2 9385 6222
Email	humanethics@unsw.edu.au
HC Reference Number	



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Consent Form – Participant providing own consent

Declaration by the participant

- I have read the Participant Information Sheet or someone has read it to me in a language that I understand;
- I understand the purposes, study tasks and risks of the research described in the project;
- I have had an opportunity to ask questions and I am satisfied with the answers I have received;
- I freely agree to participate in this research study as described and understand that I am free to withdraw at any time during the project and withdrawal will not affect my relationship with any of the named organisations and/or research team members;
- I consent to having the interview digitally recorded;
- I understand that I will be given a signed copy of this document to keep;

Participant Signature

Name of Participant (please print)	
Signature of Research Participant	
Date	

Declaration by Researcher*

- I have given a verbal explanation of the research study, its study activities and risks and I believe that the participant has understood that explanation.

Researcher Signature*

Name of Researcher (please print)	
Signature of Researcher	
Date	

+An appropriately qualified member of the research team must provide the explanation of, and information concerning the research study.

Note: All parties signing the consent section must date their own signature.



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Form for Withdrawal of Participation

I wish to **WITHDRAW** my consent to participate in the research proposal described above and understand that such withdrawal **WILL NOT** affect my relationship with The University of New South Wales, or CRC for Low Carbon Living.

Participant Signature

Name of Participant (please print)	
Signature of Research Participant	
Date	

The section for Withdrawal of Participation should be forwarded to:

CI Name:	[insert CI name]
Email:	[insert work email address]
Phone:	[insert work mobile number]
Postal Address:	[insert work postal address]