# ANNEXURE H: SAMPLE INTERVIEW SHEET/SCHEDULE

**SAMPLE INTERVIEW INFORMATION SHEET**

(Acknowledge reference to Harvard)

**Purpose of the research**: To understand the experiences [ ].

**What you will do in this research**: If you decide to volunteer, you will be asked to participate in one interview. You will be asked several questions. Some of them will be about [ ]. Others will be about [ ].With your permission, I will tape record the interviews so I don't have to make so many notes. You will not be asked to state your name on the recording.

**Time required**: The interview will take approximately [ ] hours.

**Risks**: Some of the questions may cause discomfort or embarrassment. OR No risks are anticipated.

**Benefits**: This is a chance for you to tell your story about your experiences concerning [ ].

**Compensation**: You will receive R[ ] in cash at the end of the interview. [omit this section if no pay is offered]

**Confidentiality**: Your responses to interview questions will be kept confidential. At no will your actual identity be revealed. You will be assigned a random numerical code. Anyone who helps me transcribe responses will only know you by this code. The recording will be destroyed [OR erased] [explain when, i.e., as soon as it has been transcribed. OR when my final paper has been graded, OR when my dissertation has been accepted.] The transcript, without your name, will be kept until the research is complete.

The key code linking your name with your number will be kept in a locked file cabinet in a locked office, and no one else will have access to it. It will be destroyed [explain when]. The data you give me will be used for [explain what, i.e., an article I am currently writing] and may be used as the basis for articles or presentations in the future. I won’t use your name or information that would identify you in any publications or presentations.

**Participation and withdrawal**: Your participation in this study is completely voluntary, and you may refuse to participate or withdraw from the study without penalty or loss of benefits to which you may otherwise be entitled. You will receive payment based on the proportion of the study you completed. You may withdraw by informing the experimenter that you no longer wish to participate (no questions will be asked). You may skip any question during the interview, but continue to participate in the rest of the study.

**To Contact the Researcher**: If you have questions or concerns about this research, please contact: [researcher's name, Harvard address, phone number, and email address]. You may also contact the faculty member supervising this work: [adviser’s name, title, address, phone number, and email address].

Whom to contact about your rights in this research, for questions, concerns, suggestions, or complaints that are not being addressed by the researcher, or research-related harm: University of Zululand Research Ethics Committee [UZREC], Research & Innovation Office: 035 902 6887 or the researchers Department/supervisor.