

## PARTICIPANT INFORMATION SHEET



### PHASE 2 – QUANTITATIVE SURVEY STUDY

Please include inputs under each heading.

(Note: Amend and delete the **blue text** as required)

Please include your **version number and date** (e.g. Version 1 dated dd/mm/yyyy) on the right footer of every page of the document.

1. **Title:** *Building Strong Families in Singapore: A Study of Family Strength and Resources (Building Strong Families)* **AIC IRB Reference No.:** 2021-010

2. **Principal Investigator and co-investigator(s), if any, with the contact number and organisation:**

**Miss Karen Lee**  
**Principal Investigator**  
Research, Catholic  
Family Life  
6488 0278  
karen@familylife.sg

**Ms Lynette Lai**  
**Co-investigator**  
Management, Catholic  
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lynette@familylife.sg

**Mr Daniel Ng**  
**Co-investigator**  
Counselling, Catholic  
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daniel@familylife.sg

**Ms Shirley Lee**  
**Collaborator**  
Management, Catholic  
Family Life  
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shirley@familylife.sg

3. **What is the purpose of this research?** *(Explain research briefly in layman's terms)*

*(Please start with this opening paragraph)* You are invited to participate in a research study. This information sheet provides you with information about the research study. It is important that you first take time to read through and understand the information provided in this sheet.

The Principal Investigator (the person in-charge of this research) or his/her representative will also explain this research to you and answer all of your questions. Read the information below and ask questions about anything you do not understand before deciding whether or not to take part. Consent for participation will be taken either virtually (for online sessions) or just before the interview (for face-to-face session).

This study is carried out to understand how strong and resilient families would look like in Singapore, regardless of family life stage and family types. Catholic Family Life Limited is a charity that seeks to form, empower, and restore families at all stages of development, regardless of ethnicity or religion, via our education, formation, and counselling programmes. The core belief is that all families have strengths and the capability to face challenges and grow from it. Catholic Family Life is seeking to understand what makes a family strong, how families survive adversities, family communication patterns, the values that Singaporean families hold close, and the aspects or characteristics of strong families in Singapore, in hope that we can be able to equip families with the necessary support and resources to flourish.

Your responses will greatly inform the service that Catholic Family Life provides to the community, and every response will provide valuable input for us to better understand, serve, and support individuals, married couples, and families.

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**4. Who can participate in the research? What is the expected duration of my participation? What is the duration of this research?**

*(Please state inclusion and exclusion criteria e.g. age, gender, health status etc.)*

Any individual aged 21 years old and above can participate in the survey phase of our research study on Strong Families. There are no exclusion criteria for our research study. Consent will be obtained from all participants before the start of all surveys. Personal Data will be secured and protected in accordance with Catholic Family Life Limited Personal Data Policy.

The expected duration of your participation is as follow:

- Participation in one survey on aspects of family strength
- Expected to take 20 – 30 minutes per survey
- The Phase will run from September 2022 – March 2023

This research study will commence in March 2022 and will wrap up by July – August 2023. Research analysis will wrap up by December 2023.

**5. What is the approximate number of research participants involved?**

*(This study will involve (insert number of participants))*

The survey phase of this study will involve approximately 2,020 research participants.

**6. What will be done if I take part in this research study?**

*(Please describe the research procedures to be followed by the participant)*

If you take part in the study, you will be asked to fill out 1 survey on family strength – exploring aspects and characteristics related to strong families and relationships, challenges and stressors faced by families, not limited to family communication patterns, family conflict resolution, and any other areas of family life.

**7. How will my privacy and confidentiality of my research records be protected?**

*(Please describe the extent to which information identifying the research subject will be kept confidential.)*

Participation in this research study may involve the collection of individually identifiable research data and will be kept at a minimal. Only the Principal Investigator has your personal data (e.g., names and contact information) and this will not be released to any other person, including members of the research team, during the course of the study.

Any voluntary decision to leave contact information will solely be used as an invitation to be a part of Catholic Family Life Research Database following the end of this research study. Personal data will never be used in any publication or presentation. All identifiable research data from the surveys will be removed at the earliest possible stage of the research.

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All responses provided in any of our phases will be kept private and confidential and in accordance with our Personal Data Protection Policy. Catholic Family Life may distribute aggregated statistical information to the Board of Directors and our grant funding organisations for reporting purposes. All data will be anonymised, and no individual will be identified in any reports.

All data collected will be stored securely in a local database accessible only by the Research staff at Catholic Family Life. Any downloaded data for analysis purposes will be password protected, with added security measures, such as anti-virus software, taken by the organisation to prevent data leakages. Catholic Family Life may retain the responses and the individual's personal data for as long as it is necessary to fulfil the research and analysis purposes, up to ten years.

As Catholic Family Life is working to build a long-term research database to track families' growth and utilisation of family strength and other areas related to family life, participants will be offered the option of retaining their personal data so that Catholic Family Life may recontact them for future studies, not limited to the tracking of family strength and family dynamics. Participants who have given their approval will have their data transferred to the Catholic Family Life Research database at the end of this study. These data will be stored indefinitely and with no identifiers other than primary and secondary participant IDs and will be stored on computers and portable password protected devices.

**8. What are the possible discomforts and risk for participants?**

*(Please provide other details, where relevant)*

There are minimal discomforts in taking part in the surveys.

There are no perceived risks for participants in this research study.

**9. What is the compensation for any injury?**

*(Please state the compensation and/or treatment available to the research participant in the event of research-related injury. If no injury and/or compensation are expected, it should be explicitly stated)*

No injury and/or compensation are expected from the participation in this research study.

**10. What are incidental findings that may arise from this research?**

"Incidental findings" are findings that have potential health or reproductive importance to research participants like you/your child and are discovered in the course of conducting the study, but are unrelated to the purposes, objectives, or variables of the study. There will not be any incidental findings arising in this research.

**11. What is the cost involved for participating in this research?**

*(Please provide details if there are anticipated expenses the participant is likely to incur as a consequence of participating in this research)*

There are no anticipated expenses for the participants while participating in the surveys.

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**12. Will there be reimbursement for participation?**

You will not receive any reimbursement for your participation in this study.

**13. What are the possible benefits to me and to others?**

There is no direct benefit to you by participating in this research study. The knowledge gained may benefit the public in the future via our programmes, services, and resources for yourself, other individuals, married couples, and families. Other benefits from this study may include educational videos and family resource packs that will be made available at the end of the study. The findings will serve to inform the development of resources and services to serve the broad range of families within the community in the services provided by Catholic Family Life.

**14. Can I refuse to participate in this research?**

Yes, you can. Your decision to participate in this research study is voluntary and completely up to you. You can also withdraw from the research at any time without giving any reasons and without any consequence whatsoever, by informing the Principal Investigator. Any research data obtained before the consent is withdrawn may be retained and used for research.

In the event of any new information becoming available that may be relevant to your willingness to continue in this study, you (or your legally acceptable representative, if relevant) will be informed in a timely manner by the Principal Investigator or his/her representative. There will be no other circumstances under which the participants or his/her legally acceptable representative will be contacted for further consent.

**15. Whom should I call if I have any questions or problems?**

Please contact the Principal Investigator, **Karen Lee** at **6488 0278** and **research@familylife.sg** for all research-related matters in the event of research-related injuries.

For an independent opinion regarding the research the rights of research participants, you may contact a staff member of the Agency for Integrated Care Pte Ltd Institutional Review Board (Attn: AIC IRB Secretariat at 66321197 / 66036926 or email **IRB@aic.sg**).

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## CONSENT FORM

Please include inputs under each heading. (Note: Amend and delete the **blue text** as required)

For clauses starting with “**(If applicable)**”, please delete if they do not apply to your research.

Please include your **version number and date** (e.g. Version 1 dated dd/mm/yyyy) on the right footer of every page of the document.

**Title:** *Building Strong Families in Singapore: A Study of Family Strength and Resources (Building Strong Families)*

### Principal Investigator with the contact number and organisation:

**Miss Karen Lee**

**Principal Investigator**

*Research, Catholic Family Life*

*6488 0278, research@familylife.sg*

I hereby acknowledge that:

1. I voluntarily consent to take part in this research study.
2. I have fully discussed and understood the purpose and procedures of this study.
3. I have been given enough time to ask any questions that I have about the study, and all my questions have been answered to my satisfaction.
4. I have been informed that participation in this research study involves the collection of my individually identifiable research data.
5. I may be contacted for further consent, including but not limited to changes in the proposed research.
6. I can withdraw from the research at any point of time by informing the Principal Investigator and all my research data obtained prior the consent withdrawal may be retained and used for research.
7. I will not have any financial benefits that result from the commercial development of this research.
8. I **consent / do not consent\*** to have the coded data made available for future research studies. This will be subject to an Institutional Review Board's approval.
9. By participating in this research study, I confirm that I have read, understood and consent to **Catholic Family Life's** Personal Data Protection Notification.

*\*please delete as appropriate*

☐ I hereby acknowledge that I have read and understood the above information and give my acknowledgement and consent to Catholic Family Life to use my personal data in accordance with Catholic Family Life Personal Data Policy.

☐ I have agreed to participate in this survey.

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**Consent to be included into Catholic Family Life Research Database (contact for future research studies)**

☐ Yes, I agree to have my personal data included in Catholic Family Life Research Database following the closure of this study.

Name \_\_\_\_\_

Last 4-Digits and letter of NRIC (Sxxx1234A) \_\_\_\_\_

Email Address 1 (Main) \_\_\_\_\_

Email Address 2 \_\_\_\_\_

Mobile Number \_\_\_\_\_

Home Number \_\_\_\_\_

Postal Address \_\_\_\_\_

*Note: The last 4 digits and last letter of your NRIC is to enable tracking and matching of personal information for re-contacting purposes only.*

☐ No, I do not agree to have my personal data included in Catholic Family Life Research database.

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