

The UWA Participant Information Form Class

uwa-pif 1.0.1 (2021/09/28)

1 Introduction

This class generates a Participant Information Form (PIF) for a human research protocol at the University of Western Australia.

2 Usage

2.1 External Dependencies

You must supply the university logo (as `uwacrest-blue.pdf` by default). It is available in SVG format at <https://static-listing.weboffice.uwa.edu.au/visualid/core-rebrand/img/uwacrest/>.

In accordance with the official PIF template, this class uses the **Calibri** typeface by default. The fonts must be installed on the system for this to work. Calibri is available as part of Microsoft's TrueType core fonts for the web (<https://sourceforge.net/projects/mscorefonts2/>). Alternatively, you can use the `nocalibri` class option to substitute it with **Source Sans Pro**, the usual typeface used for university correspondence.

With the `footer` option, this class uses the **Arial** typeface by default. The fonts must be installed on the system for this to work. Arial is also available as part of Microsoft's TrueType core fonts for the web, and you can use the `noarial` class option to substitute it with Source Sans Pro.

2.2 Class Options

`\documentclass` To select the class, add this to your preamble:

```
\documentclass{uwa-pif}
```

This class supports the `draft`, `final`, `leqno`, and `fleqn` options from the `article` base class and the `footer`, `nofooter`, `arial`, and `noarial` options from the `uwa-letterhead` package.

You can pass the following options to specify whether to include the mandatory Human Ethics Research Office (HREO) statement:

- `hreo`: Include HREO statement (default).
- `nohreo`: Do not include HREO statement.

You can pass the following options to specify whether to include the closing:

- `closing`: Include closing (default).
- `noclosing`: Do not include closing.

You can pass the following options to specify whether to use the Calibri typeface:

- `calibri`: Use Calibri (default).
- `nocalibri`: Do not use Calibri.

2.3 Letterhead Fields

Use the following commands in the preamble to set the letterhead fields:

<code>\author</code>	<code>\author{<i>author</i>}</code> The author of the document. Required
<code>\school</code>	<code>\school{<i>school</i>}</code> The author's school within the university. Required
<code>\mbdp</code>	<code>\mbdp{<i>mbdp</i>}</code> The author's mailbag delivery point (MBDP) . Required
<code>\university</code>	<code>\university{<i>university</i>}</code> The name of the university. Default: <i>The University of Western Australia</i>
<code>\address</code>	<code>\address{<i>address</i>}</code> The university's address. Default: <i>35 Stirling Highway, Crawley WA 6009</i>
<code>\phone</code>	<code>\phone{<i>phone</i>}</code> The author's phone number. Required
<code>\mobile</code>	<code>\mobile{<i>mobile</i>}</code> The author's mobile number. Required
<code>\email</code>	<code>\email{<i>email</i>}</code> The author's email address. Required
<code>\website</code>	<code>\website{<i>website</i>}</code> The author's website, or their school's website. Omit the scheme (<code>https://</code>) and path (<code>/</code>). Default: <i>www.uwa.edu.au</i>
<code>\footeraddress</code>	<code>\footeraddress{<i>footeraddress</i>}</code> The university's address, shortened for the first-page footer. Default: <i>Perth WA 6009 Australia</i>
<code>\cricos</code>	<code>\cricos{<i>cricos</i>}</code> The university's CRICOS provider code. Default: <i>00126G</i>
<code>\uwacrest</code>	<code>\uwacrest{<i>uwacrest</i>}</code> The filename of the UWA crest in PDF format (available in SVG format at https://static-listing-weboffice.uwa.edu.au/visualid/core-rebrand/img/uwacrest/). Default: <i>uwacrest-blue.pdf</i>

2.4 Project Fields

Use the following commands in the preamble to set the project fields:

<code>\project</code>	<code>\project{<i>project</i>}</code> The project's title. Required
<code>\researchers</code>	<code>\researchers{<i>researchers</i>}</code> The project's researchers. Use <code>\researcher</code> for each researcher. Required

`\researcher` `\researcher{{name}}{{role}}`
Define a researcher by name and role.

For example, a student project might define its researchers as follows:

```
\researchers{
  \researcher{John Doe}{PhD Student}
  \researcher{Jane Doe}{Supervisor}
}
```

3 Implementation

3.1 Class Options

`\uwapif@hreo` Define conditionals for the class options.
`\uwapif@closing` 1 `\newif\ifuwapif@hreo`
`\uwapif@calibrifont` 2 `\newif\ifuwapif@closing`
3 `\newif\ifuwapif@calibrifont`

The `hreo` and `nohreo` options respectively enable and disable the HREO statement.

```
4 \DeclareOption{hreo}{
5   \uwapif@hreotrue
6 }
7 \DeclareOption{nohreo}{
8   \uwapif@hreofalse
9 }
```

The `closing` and `noclosing` options respectively enable and disable the closing.

```
10 \DeclareOption{closing}{
11   \uwapif@closingtrue
12 }
13 \DeclareOption{noclosing}{
14   \uwapif@closingfalse
15 }
```

The `calibri` and `nocalibri` options respectively enable and disable the Calibri typeface.

```
16 \DeclareOption{calibri}{
17   \uwapif@calibrifonttrue
18 }
19 \DeclareOption{nocalibri}{
20   \uwapif@calibrifontfalse
21 }
```

Pass the `draft`, `final`, `leqno`, and `fleqn` options through to the `article` base class, and pass the `footer`, `nofooter`, `arial`, and `noarial` options through to the `uwa-letterhead` package.

```
22 \DeclareOption{draft}{
23   \PassOptionsToClass{\CurrentOption}{article}
24 }
25 \DeclareOption{final}{
26   \PassOptionsToClass{\CurrentOption}{article}
27 }
28 \DeclareOption{leqno}{
29   \PassOptionsToClass{\CurrentOption}{article}
30 }
31 \DeclareOption{fleqn}{
32   \PassOptionsToClass{\CurrentOption}{article}
33 }
```

```

34 \DeclareOption{footer}{
35     \PassOptionsToPackage{\CurrentOption}{uwa-letterhead}
36 }
37 \DeclareOption{nofooter}{
38     \PassOptionsToPackage{\CurrentOption}{uwa-letterhead}
39 }
40 \DeclareOption{arial}{
41     \PassOptionsToPackage{\CurrentOption}{uwa-letterhead}
42 }
43 \DeclareOption{noarial}{
44     \PassOptionsToPackage{\CurrentOption}{uwa-letterhead}
45 }

```

Show a warning for unknown options.

```

46 \DeclareOption*{
47     \ClassWarning{uwa-pif}{Unknown option '\CurrentOption'}
48 }

```

Use the hreo, closing, and calibri options by default.

```

49 \ExecuteOptions{
50     hreo,
51     closing,
52     calibri
53 }

```

Complete option processing.

```

54 \ProcessOptions\relax

```

Load the article base class with the a4paper and 11pt options.

```

55 \PassOptionsToClass{
56     a4paper,
57     11pt
58 }{article}
59 \LoadClass{article}

```

3.2 Page Configuration

Use uwa-letterhead to configure the page.

```

60 \RequirePackage{uwa-letterhead}

```

3.3 Font Configuration

Use fontspec for access to OpenType and TrueType fonts.

```

61 \RequirePackage[no-math]{fontspec}

```

Set default fonts.

```

62 \sffamily
63 \ifuwapif@calibrifont
64     \setmainfont{Calibri}
65     \setsansfont{Calibri}
66 \fi
67 \renewcommand{\familydefault}{\sfdefault}

```

Use anyfontsize to support the irregular font sizes required.

```
68 \RequirePackage{anyfontsize}
```

Use `setspace` to adjust line spacing of HREO statement.

```
69 \RequirePackage{setspace}
```

3.4 Heading Configuration

Use `titlesec` to configure headings.

```
70 \RequirePackage[sf]{titlesec}
71 \titleformat{\section}{\color{black}\bfseries}{\thesection}{1em}{}
72 \titleformat{\subsection}{\color{black}\bfseries\small}{\thesubsection}{1em}{}
73 \titlespacing*{\section}{0pt}{-0.07em}{-0.07em}
74 \titlespacing*{\subsection}{0pt}{-0.07em}{-0.07em}
```

Disable section numbering.

```
75 \setcounter{secnumdepth}{0}
```

3.5 Colour Configuration

Use `xcolor` for colour support, and enable `hyperref` compatibility.

```
76 \RequirePackage[hyperref]{xcolor}
```

Define body text colour.

```
77 \definecolor{UWAPIFBody}{RGB}{31, 73, 125}
```

3.6 Template Fields

Set default values for the letterhead template fields.

```
78 \renewcommand*{\uwalh@footermbdp}{459}
79 \renewcommand*{\uwalh@footerphone}{+61 8 6488 3703}
80 \renewcommand*{\uwalh@mobile}{+61 000 000 000}
81 \renewcommand*{\uwalh@footeremail}{humanethics@uwa.edu.au}
```

Redefine macros to set the letterhead template fields without affecting the first-page footer.

```
82 \renewcommand*{\mbdp}[1]{\renewcommand*{\uwalh@mbdp}{#1}}
83 \renewcommand*{\university}[1]{\renewcommand*{\uwalh@university}{#1}}
84 \renewcommand*{\phone}[1]{\renewcommand*{\uwalh@phone}{#1}}
85 \renewcommand*{\mobile}[1]{}
86 \renewcommand*{\email}[1]{\renewcommand*{\uwalh@email}{#1}}
```

`\uwapif@project` Set default values for the template fields.

`\uwapif@researchers`

```
87 \newcommand*{\uwapif@project}{}
88 \newcommand*{\uwapif@researchers}{}
```

`\project` Define macros to set the template fields.

`\researcher`

`\researchers`

```
89 \newcommand*{\project}[1]{\renewcommand*{\uwapif@project}{#1}}
90 \newcommand{\researcher}[2]{#1 & (#2) \\\}
91 \newcommand{\researchers}[1]{\renewcommand*{\uwapif@researchers}{%
92     \begin{tabular}{@{}ll@{}}
93         #1
94     \end{tabular}%
95 }}
```

3.7 Field Validation

`\uwapif@checkfields` Check that the required template fields are set.

```
96 \newcommand{\uwapif@checkfields}{%
97     \uwalh@checkfield{\uwapif@project}{\noexpand\project}
98     \uwalh@checkfield{\uwapif@researchers}{\noexpand\researchers}
99 }
```

3.8 Document Title

`\uwapif@maketitle` Generate the title of the Participant Information Form, including the fields for the project title and researchers.

```
100 \newcommand{\uwapif@maketitle}{%
101     \uwapif@checkfields}%
102     \vspace{-1\baselineskip}\vspace{0.450cm}%
103     \begin{center}%
104         \fontsize{16}{16.96}\selectfont%
105         \textcolor{black}{\textbf{Participant Information Form}}%
106         \normalsize%
107     \end{center}%
108     \vspace{-1\baselineskip}\vspace{0.935cm}
109     \textcolor{black}{\textbf{Project title:}} \uwapif@project{} \\
110     \vspace{-2\baselineskip}\vspace{0.477cm} \\
111     \textcolor{black}{\textbf{Name of Researchers:}} \\
112     \vspace{-2\baselineskip}\vspace{1.025cm} \\
113     \uwapif@researchers{}
114     \vspace{-0.045cm}
115 }
```

3.9 Closing

`\uwapif@closingvspace` The vertical space before the closing.

```
116 \newlength{\uwapif@closingvspace}
117 \setlength{\uwapif@closingvspace}{2.6cm}
```

`\uwapif@makeclosing` Generate the closing.

```
118 \newcommand{\uwapif@makeclosing}{%
119     \vspace{\uwapif@closingvspace}%
120     {%
121         \color{black}%
122         Sincerely,
123
124         \@author
125     }
126 }
```

3.10 HREO Statement

`\uwapif@hreovspace` The vertical space before the HREO statement.

```
127 \newlength{\uwapif@hreovspace}
128 \setlength{\uwapif@hreovspace}{2.55cm}
```

`\uwapif@hreostatement` The statement required by the Human Research Ethics Office (HREO).

```
129 \newcommand{\uwapif@hreostatement}{%}
```

130 Approval to conduct this research has been provided by the University
 131 of Western Australia, in accordance with its ethics review and
 132 approval procedures. Any person considering participation in this
 133 research project, or agreeing to participate, may raise any questions
 134 or issues with the researchers at any time. In addition, any person
 135 not satisfied with the response of researchers may raise ethics issues
 136 or concerns, and may make any complaints about this research project
 137 by contacting the Human Ethics office at UWA on
 138 \href{tel:+61-8-6488-4703}{(08)~6488~4703} or by emailing to
 139 \href{mailto:humanethics@uwa.edu.au}{humanethics@uwa.edu.au}. All
 140 research participants are entitled to retain a copy of any Participant
 141 Information Form and/or Participant Consent Form relating to this
 142 research project.
 143 }

\uwapif@makehreostatement Generate the HREO statement.

```
144 \newcommand{\uwapif@makehreostatement}{%
145     \vspace{\uwapif@hreovspace}%
146     \hrule%
147     \begin{minipage}{\textwidth}
148         {%
149             \begin{spacing}{1.17}
150             \fontsize{9}{10.8}\selectfont\color{black}%
151             \uwapif@hreostatement{}%
152             \end{spacing}
153         }%
154     \end{minipage}
155 }
```

3.11 Body Text Font

\uwapif@bodyfont Set the body text font and colour.

```
156 \newcommand*\uwapif@bodyfont{%
157     \sffamily\fontsize{11}{15.5}\selectfont\color{UWAPIFBody}%
158 }
```

3.12 Form Generation

Automatically generate the title and set the body text font at the beginning of the document.

```
159 \AtBeginDocument{%
160     \uwapif@bodyfont{}%
161     \uwapif@maketitle{}%
162 }
```

Automatically add the closing and HREO statement at the end of the document.

```
163 \AtEndDocument{%
164     \ifuwapif@closing\uwapif@makeclosing{}\fi%
165     \ifuwapif@hreo\uwapif@makehreostatement{}\fi%
166 }
```

Change History

1.0.0

General: Initial version 1

1.0.1

General: Make HREO statement, closing, and
 Calibri optional 1

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