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

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:

\author \\
\author{(author)}
The author of the document. Required

\school \\
\school{(school)}
The author's school within the university. Required

\mbdp \\
\mbdp{(mbdp)}
The author's mailbag delivery point (MBDP). Required

\university \\
\university{(university)}
The name of the university. Default: *The University of Western Australia*

\address \\
\address{(address)}
The university's address. Default: *35 Stirling Highway, Crawley WA 6009*

\phone \\
\phone{(phone)}
The author's phone number. Required

\mobile \\
\mobile{(mobile)}
The author's mobile number. Required

\email \\
\email{(email)}
The author's email address. Required

\website \\
\website{(website)}
The author's website, or their school's website. Omit the scheme (https://) and path (/). Default: *www.uwa.edu.au*

\footeraddress \\
\footeraddress{(footeraddress)}
The university's address, shortened for the first-page footer. Default: *Perth WA 6009 Australia*

\cricos \\
\cricos{(cricos)}
The university's CRICOS provider code. Default: *00126G*

\uwacrest \\
\uwacrest{(uwacrest)}
The filename of the UWA crest in PDF format (available in SVG format at https://static-listing.woffice.uwa.edu.au/visualid/core-rebrand/img/uwacrest/). Default: *uwacrest-blue.pdf*

2.4 Project Fields

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

\project \\
\project{(project)}
The project's title. Required

\researchers \\
\researchers{(researchers)}
The project's researchers. Use \researcher for each researcher. Required
\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

Define conditionals for the class options.

1\newif\ifuwapif@hreo
2\newif\ifuwapif@closing
3\newif\ifuwapif@calibrifont

The \texttt{hreo} and \texttt{nohreo} options respectively enable and disable the HREO statement.

4\DeclareOption{hreo}{{\uwapif@hreotrue}}
5\DeclareOption{nohreo}{{\uwapif@hreofalse}}

The \texttt{closing} and \texttt{noclosing} options respectively enable and disable the closing.

10\DeclareOption{closing}{{\uwapif@closingtrue}}
11\DeclareOption{noclosing}{{\uwapif@closingfalse}}

The \texttt{calibri} and \texttt{nocalibri} options respectively enable and disable the Calibri typeface.

16\DeclareOption{calibri}{{\uwapif@calibrifonttrue}}
17\DeclareOption{nocalibri}{{\uwapif@calibrifontfalse}}

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

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

\DeclareOption{footer}{\PassOptionsToPackage{\CurrentOption}{uwa-letterhead}}
\DeclareOption{nofooter}{\PassOptionsToPackage{\CurrentOption}{uwa-letterhead}}
\DeclareOption{arial}{\PassOptionsToPackage{\CurrentOption}{uwa-letterhead}}
\DeclareOption{noarial}{\PassOptionsToPackage{\CurrentOption}{uwa-letterhead}}

Show a warning for unknown options.
\DeclareOption*{\ClassWarning{uwa-pif}{Unknown option '\CurrentOption'}}

Use the hreo, closing, and calibri options by default.
\ExecuteOptions{hreo, closing, calibri}

Complete option processing.
\ProcessOptions\relax

Load the article base class with the a4paper and 11pt options.
\PassOptionsToClass{a4paper, 11pt}{article}
\LoadClass{article}

3.2 Page Configuration
Use uwa-letterhead to configure the page.
\RequirePackage{uwa-letterhead}

3.3 Font Configuration
Use fontspec for access to OpenType and TrueType fonts.
\RequirePackage[no-math]{fontspec}

Set default fonts.
\sffamily
\ifuwapif@calibrifont
  \setmainfont{Calibri}
  \setsansfont{Calibri}
\fi
\renewcommand{\familydefault}{\sfdefault}

Use any fontsize to support the irregular font sizes required.
Use \texttt{setspace} to adjust line spacing of HREO statement.

\begin{verbatim}
\RequirePackage{setspace}
\end{verbatim}

### 3.4 Heading Configuration

Use \texttt{titlesec} to configure headings.

\begin{verbatim}
\RequirePackage[sf]{titlesec}
\titleformat{\section}{\color{black}\bfseries}{\thesection}{1em}{}
\titleformat{\subsection}{\color{black}\bfseries\small}{\thesubsection}{1em}{}
\titlespacing*{\section}{0pt}{-0.07em}{-0.07em}
\titlespacing*{\subsection}{0pt}{-0.07em}{-0.07em}
\end{verbatim}

Disable section numbering.

\begin{verbatim}
\setcounter{secnumdepth}{0}
\end{verbatim}

### 3.5 Colour Configuration

Use \texttt{xcolor} for colour support, and enable \texttt{hyperref} compatibility.

\begin{verbatim}
\RequirePackage[hyperref]{xcolor}
\definecolor{UWAPIFBody}{RGB}{31, 73, 125}
\end{verbatim}

### 3.6 Template Fields

Set default values for the letterhead template fields.

\begin{verbatim}
\renewcommand*{\uwalh@footermbdp}{459}
\renewcommand*{\uwalh@footerphone}{+61 8 6488 3703}
\renewcommand*{\uwalh@mobile}{+61 000 000 000}
\renewcommand*{\uwalh@footeremail}{humanethics@uwa.edu.au}
\end{verbatim}

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

\begin{verbatim}
\renewcommand*{\mbdp}[1]{\renewcommand*{\uwalh@mbdp}{#1}}
\renewcommand*{\university}[1]{\renewcommand*{\uwalh@university}{#1}}
\renewcommand*{\phone}[1]{\renewcommand*{\uwalh@phone}{#1}}
\renewcommand*{\mobile}[1]{\renewcommand*{\uwalh@mobile}{#1}}
\renewcommand*{\email}[1]{\renewcommand*{\uwalh@email}{#1}}
\end{verbatim}

Set default values for the template fields.

\begin{verbatim}
\newcommand*{\uwapif@project}{}
\newcommand*{\uwapif@researchers}{
\begin{tabular}{@{}ll@{}}
\end{tabular}}
\end{verbatim}

Define macros to set the template fields.

\begin{verbatim}
\newcommand*{\project}[1]{\renewcommand*{\uwapif@project}{#1}}
\newcommand*{\researcher}[2]{\renewcommand*{\uwapif@researchers}{\begin{tabular}{@{}ll@{}}}#1 & (#2) \end{tabular}}
\end{verbatim}
3.7 Field Validation

\uwapif@checkfields

Check that the required template fields are set.

\newcommand{\uwapif@checkfields}{%
    \uwah@checkfield{\uwapif@project}{\noexpand\project}
    \uwah@checkfield{\uwapif@researchers}{\noexpand\researchers}
%}

3.8 Document Title

\uwapif@maketitle

Generate the title of the Participant Information Form, including the fields for the project title and researchers.

\newcommand{\uwapif@maketitle}{%
    \uwapif@checkfields{}
    \vspace{-1\baselineskip}\vspace{0.450cm}
    \begin{center}
    \fontsize{16}{16.96}\selectfont
    \textcolor{black}{\textbf{Participant Information Form}}
    \normalsize
    \end{center}
    \vspace{-1\baselineskip}\vspace{0.935cm}
    \textcolor{black}{\textbf{Project title:}} \uwapif@project{}
    \vspace{-2\baselineskip}\vspace{0.477cm}
    \textcolor{black}{\textbf{Name of Researchers:}}
    \vspace{-2\baselineskip}\vspace{1.025cm}
    \uwapif@researchers{}
%}

3.9 Closing

\uwapif@closingvspace

The vertical space before the closing.

\newlength{\uwapif@closingvspace}
\setlength{\uwapif@closingvspace}{2.6cm}

\uwapif@makeclosing

Generate the closing.

\newcommand{\uwapif@makeclosing}{%
    \vspace{\uwapif@closingvspace}%
    {\color{black}Sincerely,}
    \@author}
%

3.10 HREO Statement

\uwapif@hreovspace

The vertical space before the HREO statement.

\newlength{\uwapif@hreovspace}
\setlength{\uwapif@hreovspace}{2.55cm}

\uwapif@hreostatement

The statement required by the Human Research Ethics Office (HREO).

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

\uwapif@makehreostatement Generate the HREO statement.

\newcommand\uwapif@makehreostatement{\vspace{\uwapif@hreovspace}\hrule\begin{minipage}{\textwidth}{\begin{spacing}{1.17}\fontsize{9}{10.8}\selectfont\color{black}\uwapif@hreostatement{}}\end{spacing}\end{minipage}}

3.11 Body Text Font

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

\newcommand*{\uwapif@bodyfont}{\sffamily\fontsize{11}{15.5}\selectfont\color{UWAPIFBody}}

3.12 Form Generation

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

\AtBeginDocument{\uwapif@bodyfont{}\uwapif@maketitle{}}

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

\AtEndDocument{\ifwuapif@closing\uwapif@makeclo\fi\ifwuapif@hreo\uwapif@makehreostatement\fi}

Change History

1.0.0 General: Initial version
1.0.1 General: Make HREO statement, closing, and Calibri optional
Index

Numbers written in italic refer to the page where the corresponding entry is described; numbers underlined refer to the code line of the definition; numbers in roman refer to the code lines where the entry is used.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>\address</td>
<td>2</td>
</tr>
<tr>
<td>\author</td>
<td>2</td>
</tr>
<tr>
<td>\cricos</td>
<td>2</td>
</tr>
<tr>
<td>\documentclass</td>
<td>1</td>
</tr>
<tr>
<td>\email</td>
<td>2</td>
</tr>
<tr>
<td>\footeraddress</td>
<td>2</td>
</tr>
<tr>
<td>\mbdp</td>
<td>2</td>
</tr>
<tr>
<td>\mobile</td>
<td>2</td>
</tr>
<tr>
<td>\phone</td>
<td>2</td>
</tr>
<tr>
<td>\project</td>
<td>2, 89</td>
</tr>
<tr>
<td>\researcher</td>
<td>3, 89</td>
</tr>
<tr>
<td>\researchers</td>
<td>2, 89</td>
</tr>
<tr>
<td>\school</td>
<td>2</td>
</tr>
<tr>
<td>\university</td>
<td>2</td>
</tr>
<tr>
<td>\uwacrest</td>
<td>2</td>
</tr>
<tr>
<td>\uwapif@bodyfont</td>
<td>156</td>
</tr>
<tr>
<td>\uwapif@calibrifont</td>
<td>1</td>
</tr>
<tr>
<td>\uwapif@checkfields</td>
<td>96</td>
</tr>
<tr>
<td>\uwapif@closing</td>
<td>1</td>
</tr>
<tr>
<td>\uwapif@closingvspace</td>
<td>116</td>
</tr>
<tr>
<td>\uwapif@hreoe</td>
<td>1</td>
</tr>
<tr>
<td>\uwapif@hreostatement</td>
<td>129</td>
</tr>
<tr>
<td>\uwapif@hreovspace</td>
<td>127</td>
</tr>
<tr>
<td>\uwapif@makeclosing</td>
<td>118</td>
</tr>
<tr>
<td>\uwapif@makehreostatement</td>
<td>144</td>
</tr>
<tr>
<td>\uwapif@maketitle</td>
<td>100</td>
</tr>
<tr>
<td>\uwapif@project</td>
<td>87</td>
</tr>
<tr>
<td>\uwapif@researchers</td>
<td>87</td>
</tr>
<tr>
<td>\uwapif@researchers</td>
<td>2</td>
</tr>
<tr>
<td>\uwapif@bodyfont</td>
<td>156</td>
</tr>
<tr>
<td>\uwapif@calibrifont</td>
<td>1</td>
</tr>
<tr>
<td>\uwapif@checkfields</td>
<td>96</td>
</tr>
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<td>\uwapif@closing</td>
<td>1</td>
</tr>
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<td>\uwapif@closingvspace</td>
<td>116</td>
</tr>
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<td>\uwapif@hreoe</td>
<td>1</td>
</tr>
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<td>129</td>
</tr>
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<td>\uwapif@makeclosing</td>
<td>118</td>
</tr>
<tr>
<td>\uwapif@makehreostatement</td>
<td>144</td>
</tr>
<tr>
<td>\uwapif@maketitle</td>
<td>100</td>
</tr>
<tr>
<td>\uwapif@project</td>
<td>87</td>
</tr>
<tr>
<td>\uwapif@researchers</td>
<td>87</td>
</tr>
</tbody>
</table>