# Participant Information

**Title of Research Project** (ensure title is consistent with other references to the title in other documentation):

**Name of Researchers:**

* Enter names(s) of researchers involved
* Add an invitation paragraph here including an introduction to the researcher(s)

**What is the purpose of the study?**

* Provide a concise summary of the study
	+ What research question is being addressed?
	+ What is the relevance to the participants, the public and the academic community?
	+ Who is eligible to participate?
	+ Where will the research be conducted?

**Why have I been invited?**

* Explain why the individuals have been invited to participate
	+ How have they been identified

**Do I have to take part?**

* Explain that taking part in the study is entirely voluntary
* Make reference to a consent form here if applicable

**What will happen to me if I take part?**

* Explain exactly what participation means in practice
	+ Explain what the participant will be expected to do
	+ Explain the length of time the involvement will take
* What information will be collected:
	+ Photographs, audio, video, tissue/blood samples?
	+ Will verbatim quotes be used?
	+ How long will the data be kept for
	+ Where will the data be stored?
		- Secure University network

**Expenses and payments**

* Detail any expenses and payments here
* Detail any incentives used

**What will I have to do?**

* Explain what is expected of the participants

**What are the advantages of taking part?**

* There may not be any other than to support academic research and that is perfectly acceptable

**What are the possible disadvantages and risks of taking part?**

* Whilst researchers will protect the confidentiality and anonymity of all participants and their data at all times, there may be risks to anonymity where, for example, small samples are used and this needs to be stated
* There may be potential stresses associated with honesty and fear of reprisal with perceived power differentials
* State any inconvenience or discomfort which could result from the study

**Will my taking part in the study be kept confidential?**

* Whilst researchers will protect the confidentiality and anonymity of all participants and their data at all times, there are risks to anonymity with limited numbers of participants.
	+ Suggested text: Whilst researchers will protect the confidentiality and anonymity of all participants and their data at all times, there are risks to anonymity with limited numbers of individuals taking part.
* Recognising anonymising data is not in itself an assurance of confidentiality; if participants are quoted verbatim it might well be possible to identify them. If so, you may wish to consider circulating the draft paper to all participants prior to sending to the publisher (if to be published) and amendments can be made as necessary to negate any fear of reprisal – If so, state this.
* Acknowledge it is possible that some of the data collected will be looked at by authorised persons from the University of St Mark & St John to check that the study is being carried out correctly. All will have a duty of confidentiality to the research participant and will do their best to meet this duty.
* Where all data will be stored? – Suggested text: All data will be stored on the secure network drive at the University of St Mark & St John. If using audio files etc state where these will be stored, suggested text: Audio files of the semi-structured interviews will be uploaded to the secure network and the original files will be deleted.
* Will the data be totally anonymous or pseudonymous? (e.g. data may be link-coded with names and other identifiers removed but will be linked to a separate file accessible to the researchers which enables individual research subjects to be identified)
* How long will the data be kept for?
	+ Are there any plans to retain the data for further research use? (data sharing must be explained to the participants)
	+ If tissue/blood is being collected, how will it be stored and for how long?
	+ Will the data be used for other studies?
* When and how will the data be destroyed? e.g. Following the publication of the article in a peer-reviewed journal all datasets will be disposed of securely
* Who will have access to the data?

**What will happen if I don’t want to carry on with the study?**

* Writing that “participants can withdraw at any time” is not appropriate
* Be clear about up to what point an individual can withdraw from the study
* If an individual withdraws from the study up to what point can their data be withdrawn and destroyed? (If the data has been anonymised it will not be possible to identify and redact a participant’s data)

**What if there is a problem?**

* What action should a participant take if they have any concerns about any aspect of the study?
	+ Who should the participant talk to?
	+ Ensure contact details are included at the end of the participant information sheet
	+ Suggested text: If you have a concern about any aspect of this study, you should ask to speak to one of the researchers who will do their best to answer your questions, contact details are at the end of the information sheet.
	+ Suggested text: If you have any questions about your rights as a research participant, or wish to make a complaint, you can contact the University Research Ethics Panel at ethicspanel@marjon.ac.uk

**What will happen to the results of the research study?**

* Be explicit about what will happen to the results of the study
	+ Will they be published in a peer reviewed journal
		- Will participants be provided with a copy?
		- Will participants be provided with the publication details?
	+ Will a pre-publication version be published in an open access repository?
	+ Will the results be presented at a conference?
	+ Will the results be used to inform changes to processes/courses within the institution?
	+ Will the outputs or derivatives be commercialised?

Suggested text to conclude: Thank you for taking the time to read the information sheet. If you decide to participate you will be given a copy of the information sheet to keep and your consent will be sought.

Include contact details of researchers – name, University address, email and contact number.