Research and Knowledge Exchange Ethics Participant Information Sheet

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| Project Title: |
| Name of researcher: |
| Faculty: |
| Ethics Approval ID: |
| Participant Identification Number for this project: |
| Date: |

**Participant Information Sheet.** If you are using multiple Participant Information Sheets indicate whether this is for child, parent, carer or for which condition)

## 1. Invitation and brief summary

Potential participants should be given very brief information about your study: just enough to decide if they wish to read further. There may be specific issues to address here when you are inviting someone else to give consent on behalf of another, or you are consulting someone to give their opinion on the inclusion of another (e.g. adults not able to consent for themselves).

## 2. What is the purpose of the project?

What is the nature of what you are proposing? Why are you doing this research? What is already known? How many will be involved in the study? What alternatives are available to potential participants? You should try to keep this brief and avoiding cutting and pasting directly from a protocol; keep your language understandable.

## 3. Who is conducting the project?

Tell the participant who it is leading the project and any other relevant

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## 4. What does participation in the project involve?

You should give potential participants an idea of what they should expect if they agree to take part. It is important that you consider their perspective and likely view of any impacts on them, their lives and those close to them. There will be specific issues pertinent to your particular study and the types of participant you intend to recruit which must be considered here (e.g. adults not able to consent for themselves or children / young people).

Explain what the participant will be asked to do and include any other important details that might influence whether or not people want to take part. For example, qualitative studies may involve making an audio or video recording of the session. This needs to be made clear. Give an indication of the amount of time it will take for the participant. If the study involves more than one task, give an estimate for each part. If the study involves more than one session, explain how many sessions there are, how long each one will take, and the timescales involved.

## 5. Why have I been asked to take part?

Describe the characteristics needed of participants in order to answer the research question (i.e. why they are suitable) and include details of any incentives/reimbursements.

## 6. Can I withdraw from the project?

Make it clear that participation is entirely voluntary, so participants can choose not to take part. If they do take part, they can withdraw at any time during the study itself (i.e. literally walk away) without having to give a reason and with no penalty. Indicate whether their data can be withdrawn and up until what time point in the study that data can be withdrawn. In some studies (e.g. online questionnaires), the data of individuals may not be identifiable after collection or once analysis has been started (e.g. focus groups). If this is the case, this needs to be stated in the participant information sheet. It is helpful to divide the information about withdrawing into two parts: (1) withdrawing during the study itself (i.e. stopping participation mid-task and departing) and (2) withdrawal of data after completion of the task. Participants should be given some ‘cooling-off’ time to reflect on their participation and consider whether they are happy for their data to be used. Specify a set time period and make sure that participants are provided with information about how they can withdraw. The minimum time that should be given for participants to withdraw is one week. Do think carefully about whether it will be possible to identify individuals’ data at a later date in order to withdraw the data, and inform participants accordingly. You must also note that no service, benefit, or reward (including participant incentives) should be removed if a participant withdraws, except where this relates to future participation that will not happen as a result of withdrawal.

## 7. How will the data be dealt with and who will see the results?

This section covers the related, but distinct, aspects of confidentiality and anonymity. All studies should endeavour to anonymise data as early as possible in the data collection phase, preferably at the start. Provide details of data retention periods for participants (see the **Data storage and retention** section of the relevant application form, but note, these are different for undergraduates and staff or postgraduates). Also see the University’s [Research Data Management Policy](https://www.leedstrinity.ac.uk/media/site-assets/documents/key-documents/pdfs/research-data-management-policy.pdf) and [Data Protection Policy](https://leedstrinity.sharepoint.com/sites/DataProtection/Data%20Protection/Forms/AllItems.aspx?id=%2Fsites%2FDataProtection%2FData%20Protection%2Fdata%2Dprotection%2Dpolicy%2Epdf&parent=%2Fsites%2FDataProtection%2FData%20Protection) for further guidance.

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## 7a. Will I be recorded, and how will the recorded media be used? (if relevant – the production of recorded media)

You must ensure that there is a clear understanding of how any recorded media will be used. For instance, if you record a music or theatre performance, you must not publish or broadcast the recording, show it in public, or deposit it in an archive without the performer’s consent.

## 7b. Access

Only the research team will have access to your data and the data will be stored securely.

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## 8. What are the possible benefits of taking part?

It is likely that you cannot guarantee any specific benefits to the participant, and this should be made clear to potential participants. However, research does deliver wider benefits to society / others with a similar condition and some indirect benefits might be foreseeable for participants themselves.

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## 9. What are the possible risks of taking part?

You should include details of all significant risks of harm, risks to confidentiality and psychological risk. Try to describe the likelihood of adverse things happening, as well as severity, in a language all potential participants are likely to understand. You must follow University rules including its Health & Safety and Ethics policies. Refer to local ethics coordinators and your Faculty Ethics Committee for further guidance.

## 10. What if I require further information about the study or my involvement in it?

Insert names, positions and Leeds Trinity University email addresses for student and supervisor

## 11. What if I have a complaint or any concerns?

Any person with concerns or complaints about the **conduct of a research study** should contact (Insert name), Chair of the (insert School / Institute) Ethics Committee, Leeds Trinity University, Brownberrie Lane, Leeds, LS18 5HD. Email (insert email)

***\*Note:*** If your supervisor is (Chair), complaints should be addressed to (Insert name), Vice Chair of the (insert School / Institute) Ethics Committee, Leeds Trinity University, Brownberrie Lane, Leeds, LS18 5HD. Email (Insert email).

Any person with concerns or complaints about **data protection relating to a research study** should contact the Data Protection Officer, Leeds Trinity University, Brownberrie Lane, Leeds, LS18 5HD. Email: [dataprotection@leedstrinity.ac.uk](mailto:dataprotection@leedstrinity.ac.uk)

In cases where research is being carried out within another organisation (e.g. a School or sport club), there should also be an alternative point of contact within that organisation.