**Participant Information Sheet**

**[Title of Project]**

*Please take some time to read this information and ask questions if anything is unclear.*

*Contact details can be found at the end of this document.*

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

This study aims to [please describe]

**Who is organising this research?**

The research for this study is being undertaken by [researcher’s name] who is [an undergraduate/masters/doctoral] student in [name of faculty] at De Montfort University.

De Montfort University Research Ethics Committee has reviewed and approved this research.

**Why have I been chosen?**

By using the [interview] this project hopes to [set out proposed use].

We aim to interview [number] participants from [details of background].

**Do I have to take part?**

Participation in this study is voluntary and you may ask the researcher questions before agreeing to participate. However, we believe that your contribution will assist in [please describe].

If you agree to participate, you will be asked to sign a consent form. However, at any time, you are free to withdraw from the study and if you choose to withdraw, we will not ask you to give any reasons.

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

If you agree to take part in this study we will [interview you and film/audio record the interview].

The interview will be conducted by [researcher’s name] and will last [duration].

We may ask you to participate in a follow-up interview, though participation in this is optional.

**What are the possible benefits of participating?**

The study aims to [state benefits].

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

While we hope that your experience will be pleasant, [describe risks] may make you uncomfortable. At any time during the interview you can choose to withdraw.

**How will my interview be used?**

[describe use].

On the consent form we will ask you to confirm that you are happy to assign your (or where relevant, your child or vulnerable adult in your legal charge) copyright for the interview to us, which means that you consent to the researcher using and quoting from your interview.

**What will happen to the results of the project?**

All the information that we collect about you during the course of the research will be kept strictly confidential. You (or where relevant, your child or vulnerable adult in your legal charge) will not be identified in any reports or publications and your name and other personal information will be anonymised.

**What happens to the interviews collected during the study?**

Interviews will be [transcribed/filmed/audio recorded and stored digitally], managed by the researcher for the duration of the project. Only the researcher and supervisor will have access to the interviews and personal information.

**What happens at the end of the project?**

If you agree to participate in this project, the research will be written up as a [dissertation/thesis]. You may request a summary of the research findings by contacting the researcher. On successful submission of the [dissertation/thesis], it will be deposited both in print and online at De Montfort University, to facilitate its use in further research. The digital online copy of the [dissertation/thesis] will be deposited with De Montfort Open Research Archive (“**DORA**”) and will be published with open access meaning that it will be available to all internet users. At the end of this project, the audio and digital data collected from interviews with participants will be deposited at the UK Data Service for use by future researchers.

**What about use of the data in future research?**

If you agree to participate in this project, the research may be used by other researchers and regulatory authorities for future research.

**Who is funding the research?**

[This research is funded by [name of funder] under [grant number].]

**What should I do if I have any concerns or complaints?**

If you have any concerns about the project, please speak to the researcher, who should acknowledge your concerns within ten (10) working days and give you an indication of how your concern will be addressed. If you remain unhappy or wish to make a formal complaint, please contact [**please insert details of supervisor, name, address and email**].

**Fair Processing Statement**

This information which you supply and that which may be collected a part of the project will be entered into a filing system or database and will only be accessed by the researcher and supervisor involved in the project. The information will be retained by De Montfort University and will only be used for the purpose of research, statistical and audit and possibly commercial purposes. By supplying this information you are consenting to us storing your information for the purposes above. The information will be processed by use in accordance with the provisions of the Data Protection Act 1998. No identifiable data will be published.