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**Research Participant Information Sheet**

*Note to researcher: You are welcome to use this as a template for your own participant information sheet. You will need to adapt it to suit your own project.*

1. **What is the research about?**

What is the title of the project? Is the title self-explanatory to a lay person?
For example, ‘X’ issue exists… I want to find out …

1. **Why have I been invited to take part?**

You should explain why the person has been invited to participate. You could include the following (if relevant):

“You have been invited to take part in a research project. Before you decide whether to take part it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss with others if you wish to. Ask us if there is anything that is not clear or if you would like further information. Take time to decide whether you wish to participate or not.”

1. **Who is doing the research?**

Name / position/ status at De Montfort University. For student researchers: “If you have any concerns about this research, for any reason and at any time, you may contact my supervisor xxx. His / her contact details are provided at the end of this information sheet.”

1. **Who is funding the research?**

The name of any external funder (if applicable) or a statement that there is no external funding.

1. **What does participation involve?**

Provide information on what the participant will be asked to do. For example, a one hour interview, where this will take place and the focus or specific theme of the interview questions. Explain the voluntary / consensual basis of participation and the ability to withdraw at any time. Think about data protection issues. Will the data be anonymised and possibly shared with other members of a team? If you are a student researcher will your educational supervisor have access to the data. What will happen to any data that has already been collected if they should decide to withdraw. Mention that a consent form will be provided separately.

1. **What happens to the information I provide?**
2. Explain what the research data will be used for (educational assessment purposes, publication, to inform policy, conference presentation).
3. Provide details of any follow-up (if relevant).
4. Explain about data storage and security, access to data, anonymity in research outputs.
5. If relevant, explain about the need to comply with Open Data policies of some funding bodies
6. Will participants receive a copy of the findings?
7. **Will anyone know that I am taking part?**

If confidentiality is being offered, then explain its limitations. In particular: “If you tell me that [a criminal offence has, or may have been, committed – for example…]

I have a duty to pass that information onto the [police/ other agency]. Only in those circumstances would I have to reveal your identity.”

1. **What are the possible advantages and disadvantages of taking part?**

Clearly explain the possible advantages and disadvantages of taking part.

1. **This project has been reviewed and approved in accordance with De Montfort University’s ethics review procedure and [any other necessary review] (if applicable).**
2. **Please provide you own contact details and your supervisor’s contact details (if applicable).**