**FOCUS GROUP PARTICIPANT INFORMATION SHEET**

**Example of a participant information sheet for a focus group study**

**Title of Project:**

**Name of Investigator:**

**Invitation paragraph**

You have been invited to take part in a research study. Before you decide whether to take part it is important that you know why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with friends and relatives if you wish to. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part or not. Thank you for reading this.

**What is the study about**

The study is investigating how people think about tax, what their perceptions of tax are and what they believe is fair in tax matters. Tax is a very important aspect of our society as it makes possible the funding of public services and governmental activities and yet, outside opinion polls, we know very little about what ordinary people in the UK think about tax. The research is NOT about your own tax affairs but about your views more generally.

**What does the study involve?**

You are being asked to take part in a focus group. This is where a group of people are asked to come together to discuss particular topic guided by a facilitator. There will be about 6 or 8 people in the focus group and it will last for about 1.5 hours. It will take place in Leicester, probably at De Montfort University which is close to the city centre or possibly in a community hall. You will be asked to participate in the discussion and to give your views.

**Why have I been chosen?**

You have been invited to participate because you [are a student] / [in work] / [are a member of a faith community]. Altogether, there will be around 20 - 40 participants.

**Do I have to take part**?

It is entirely up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time and without giving a reason.

**I am interested in taking part, what do I do next?**

If you would like to take part, please contact the researcher by emailing:

[………………………](mailto:sruane@dmu.ac.uk) or by ringing ……… and leaving an answer phone message. Please leave your name and telephone number and email address if you have one.

**What if I agree to take part and then change my mind?**

You can withdraw from the study at any time up until the analysis of data has begun, without giving a reason.

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

You will be agreeing to come to Leicester and to give some of your time for the benefit of the research and this may cause you some inconvenience.

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

The research is not intended to provide you with any direct benefit. However, you may find it interesting and enjoyable to discuss your views with others and your participation will add to our understanding about public perceptions of tax.

**What if something goes wrong? / Who can I complain to?**

If you have a complaint regarding anything to do with this study, you can initially approach the lead investigator by email [………………………..](mailto:sruane@dmu.ac.uk) or tel …………………….. If this achieves no satisfactory outcome, you should then contact the Administrator for the Faculty Research Ethics Committee, Research & Innovation Office, Faculty of Health & Life Sciences, 2.14 Heritage House, De Montfort University, The Gateway, Leicester, LE1 9BH or [hlsfro@dmu.ac.uk](mailto:hlsfro@dmu.ac.uk) .

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

All information which is collected about you during the course of the research will be kept on a password protected database and is strictly confidential. You will be given an ID code which will be used instead of your name. Any identifiable information you may give will be anonymized in data analysis and no identifiable data will be used in research reports and outputs. During the focus group, we will use first names only and participants will be asked not to pass on identifiable information although participants’ adherence to this ground rule cannot be guaranteed by the researcher.

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

The findings of the study will be presented in published articles, reports and oral presentations. A short summary of findings will be made available to you upon request and you will be invited to at least one seminar presentation of the findings.

**Who is organising and funding the research?**

The research is organised under the auspices of De Montfort University. No external funder is involved.

**Who has reviewed the study?**

This study has been reviewed and approved by De Montfort University, Faculty of Health and Life Sciences Research Ethics Committee.

**Contact for Further Information**

……………………………..

………………………………..

De Montfort University

Leicester LE1 9BH

Tel ……………………… (leave a message if you would like me to contact you and give me your contact details)

Email

Thank you for volunteering to take part in the study.