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#### EXAMPLE OF A TEMPLATE

**This template is to assist students in the development of a ‘Participant Information Form’. It is important that you adapt this template to suit the audience and nature of your study.**

**Participant Information Form**

Version 5 dated 14 January 2021

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| **This research has been approved by the School of EAST/HSS/SBS/SSH (*delete as applicable)* Research Ethics Committee at the University of Suffolk.**  Should you have any concerns about the ethics of this research, please feel free to contact the Chair of the Ethics Panel, Professor Emma Bond [e.bond@uos.ac.uk](mailto:e.bond@uos.ac.uk) (01473 338564) or the Research Development Manager, Andreea Tocca [a.tocca@uos.ac.uk](mailto:a.tocca@uos.ac.uk) (01473 338656).  **Study Title:**  **Research Lead:**  **Academic Supervisor (for Student Led Research):** |

You are invited to take part in a study on […].

This Participant Information Form will help you decide if you would like to take part. It sets out why we are doing the study, what your participation would involve, what the benefits and risks to you might be, and what would happen after the study ends. We will go through this information with you and answer any questions you may have. You do not have to decide today whether or not you will participate in this study. If you agree to take part in this study, you will be asked to sign the Informed Consent Form. You will be given a copy of both the Participant Information Form and the Informed Consent Form to keep. Please make sure you have read and understood all the pages of the Participant Information Form.

INDICATIVE HEADINGS only

Some of them may not be relevant to your study; please discuss with your Supervisor if you are unsure before submission.

1. What is the purpose of the study?
2. What will my participation in the study involve?
3. What are the possible benefits and risks of this study?
4. Do I receive payment for my involvement with the study?
5. What if I feel uncomfortable with an aspect of the study?
6. What if I do not want to answer a question being asked of me?
7. What if I do not want to participate in some parts/elements/tests of the study?
8. What are my rights?
9. What happens if I change my mind?
10. What happens after the study?
11. Who do I contact for more information about this study?
12. Who do I contact if I have concerns about the ethics of this research?
13. How will my data be stored and for how long?