# Participant Information Sheet (PIS) Development Tool

**How to use:**

Guidance is provided in BLUE – please delete prior to submission

Required information in ORANGE – please complete and turn black prior to submission

The aim of a PIS is to ensure that the participant has all relevant information to allow them to provide valid informed consent.

**The Participant Information Sheet (PIS) must:**

* **Be printed on University of Leicester headed paper**
* **Contain your Ethics Application Reference number in the footer**
* **Be version controlled**

**Each time this PIS is updated, change the version number and date in the footer to ensure accurate recording and the most up to date documents are always used.** The version number should increase by one whole number for each change (i.e. from v1.0 to v2.0 and then v3.0 etc.). **If the PIS is updated due to new information about risks to the participant, you MUST re-consent all participants with the updated PIS to ensure that their consent remains informed.**

**PIS normally contain the headings in BLACK; you may need to add to them to tailor the sheet to your research project. Where not relevant you may wish to delete them, for example where not taking samples.**

**For larger or more complex studies, you may wish to seek feedback from potential participants on the content of your PIS prior to finalising it.**

# Research Project title

Lego: Set Checklist Creator

# Invitation paragraph

### [This should explain that the individual is being asked to take part in a research project. The following is an example of how this may be phrased:

### *'You are being invited to take part in a research project. Before you decide whether or not 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'.*

### If this is not a staff project, or there will be student involvement in the actual research, then this should be stated here. You may wish to write it like this:

### *‘The data collected as part of this study may be used, in part or in whole, for the writing of educational projects such as a Master’s Degree or a PhD, at no time would any personally identifiable data be published without consent.'*]

# What is the purpose of the research project?

[The background and the aim of the research project should be given here. You should say how long the research project will run and outline the overall design of the research project.]

I am currently completing a project to create a digital Checklist for pieces in a Lego Set. This will be where people can search for a Lego Set and then click on the Set they would like pieces for. They will then be presented with all the pieces in this Lego set (like in the back of the instruction book), and can tick the pieces off the list when they are building the set again, or believe that they have the right pieces to build another set.

For example, if you have a Lego set that you have taken apart and put all the pieces in a box along with other Lego pieces, and you would like to rebuild the set, you could do this easily using a digital checklist.

The purpose of this research is to collect information on participants views an opinions on the Usability of my Website.

# Why have I been invited to participate?

[You should explain how the individual was chosen to take part in the research project and how many other people will be asked to participate.]

# Do I have to take part?

[You should explain that taking part in the research project is entirely voluntary. For example, you could say: -

*'**It is up to you to decide whether or not to take part in this research project. If you do decide to take part you will be given this information sheet along with a privacy notice that will explain how your data will be collected and used, and be asked to provide your consent to participate. If you decide to take part you are still free to withdraw at any time and without giving a reason, by contacting the researcher'*.

If your research project involves the recruitment of students or pupils you must explain that by choosing to either take part or not take part in the research project will have no impact on their marks, assessments or future studies. If the research project involves the recruitment of participants from an organisation/company/service, that it will have no impact on their current/future employment or use of the service.]

It is up to you to decide whether or not to take part in this research project. If you do decide to take part you will be given this information sheet along with a privacy notice that will explain how your data will be collected and used, and be asked to provide your consent to participate. If you decide to take part you are still free to withdraw at any time and without giving a reason, by contacting the researcher.

# What will happen to me if I take part?

[You should explain your methods of data collection, including what the individual will be asked to do and how much time will be involved. Explain if interviews or focus groups are to be audio or visually recorded, with the participants’ permission.

You also need to set out the practical logistics – where will the interviews/focus groups/ take place; how long will the research encounter last for – what time commitment is involved – the Committee recommends a public space on campus. If fieldwork is involved then the location needs to be made clear and access stated. For example, can everyone park nearby – what happens if the participant has a disability?

Will you be providing any recompense to participants for their time, travel or other expenses?

If you are asking participants to fast for a particular research procedure – will you be providing them with food during/afterwards?]

You will have time to search and use the website before filling in a Questionnaire on the Usability of the website. Upon completing the questionnaire, an interview will occur based on your responses to the questionnaire.

# What will happen to any samples that I provide?

[You need to detail what will happen with each sample type. Think about the lifecycle of the sample, where will it be collected, stored, processed. What will happen to it at the end of the study, will it be destroyed or kept for future research. Have you considered the implications of the Human Tissue Act? Further guidance is available from the University [Human](https://www2.le.ac.uk/colleges/medbiopsych/research/researchgovernance/human-tissue-act/hta-overarching-standard-operating-procedures) Tissue Act web pages. All research involving human tissue MUST be undertaken in line with the University’s [Standard Operating Procedures](https://www2.le.ac.uk/colleges/medbiopsych/research/researchgovernance/human-tissue-act/hta-overarching-standard-operating-procedures).]

# What are the possible disadvantages and risks of taking part? (where appropriate)

[You should describe any disadvantages or 'costs' involved in taking part in the research project, including the time travel involved.]

# What are the possible benefits of taking part?

[You should outline any direct benefits for the individual and any other beneficial outcomes of the research project, including furthering our understanding of the topic.

You may wish to use language like that below:

*[‘Taking part in this research study could potentially benefit others by providing more robust research on XXXX. Other Possible benefits include XXXX.*]

# What data will you collect about me?

[Detail the data you intend to collect, think about the type and amount]

Data will be collected on your views and opinions on the Usability of the website.

# Will what I say in this research project be kept confidential?

[You should explain that all information collected about the individual will be kept strictly confidential (subject to legal limitations) and describe how confidentiality, privacy and anonymity will be ensured in the collection, storage and publication of research material. (This must mirror the information given in the separate Informed Consent Form/Privacy Notice that must accompany this form). The above may be different for some research projects, such as oral history, you can seek advice from your Research Ethics Committee.

Consider how you would manage a disclosure relating to safeguarding or criminality if relevant.

# How will you look after the data you collect about me?

### [It is important that research participants understand what will happen with any data they provide and what rights they have over its use. In the PIS you should provide top level information, and provide a separate Privacy Notice. There is a Privacy Notice Development Tool that is available to help you create this. You may wish to use the following text to link the two:

### *‘We need to ensure that you understand what will happen to data we collect about you as well as your legal rights. This document is accompanied with a separate Privacy Notice providing further details, you can access this via [insert method here – link to website or paper copy’*

[In this section detail what will you do with the data collected if a participant withdraws? If you intent to use the exemptions for research provided for by GDPR then this must be detailed here. Further guidance on data processing for research is available from the University Information Assurance Service. <https://www2.le.ac.uk/offices/ias>

You may wish to use the following text:

### *‘Your normal rights under the Data Protection Act and the General Data Protection Regulation apply. However, we need to manage your records in specific ways for the research project to be reliable. This means that we won’t [always] be able to let you see or change the data we hold about you.*

### *You can stop being part of the research project at any time, without giving a reason, but we will keep information about you that we already have and continue to use this for the purposes of the research project as outlined here’*

Research data must be kept securely at all times, especially when collected in the field before being transferred back to the University of Leicester. Data MUST be processed on University managed IT equipment, any deviation from this must be risk assessed by IT Services. Data should be stored on the University’ systems and not on personal equipment in line with the [University’s Information Security Policy](https://www2.le.ac.uk/offices/ias/resources/policies/ispolicy). The [Data Classification Decision Tree](https://www2.le.ac.uk/offices/ias/university-data-classification/decision-tree-model#decision-tree) can help you understand how data should be appropriately managed.

Think about who will process the data collected, if this will involve other researchers or other organisations, then this should be detailed here.

Data generated by the research project must be retained in accordance with the [University's Research Code of Practice](https://www2.le.ac.uk/offices/researchsupport/integrity/code-of-conduct/5-after-research/5-5-retaining-records-and-research-data). You should include a statement that the data generated in the course of the research must be kept securely in paper or electronic form for a period in line with [Section 5 of the Research Code of Practice](https://www2.le.ac.uk/offices/researchsupport/integrity/code-of-conduct/5-after-research/5-5-retaining-records-and-research-data) (for staff and Doctoral students only).

Should the study be externally funded and the funder’s retention period is longer this should be explained (for Taught Masters and Undergraduate students data should usually be kept until the student graduates, unless the supervisory team consider there is an advantage to storing it for longer). An explicit period of time MUST be stipulated, and identifiable personal data destroyed at the end of the period.

If it is a condition of your research funding that the research data must be deposited into a recognised repository, you must explain how the data will be stored (for example with the UK Data Service or the UK Data Archive) and explain it will be anonymised.

If your research project is run in conjunction with another organisation who will be the Data Controller, detail this here.

There must finally be a clear and unambiguous statement:

‘At all times this research study will comply with the General Data Protection Regulations (GDPR, 2018) approved by the EU parliament on 14 April 2016 and passing into UK law with effect from 25 May 2018.’]

# What will happen to the results of the research project?

[You should tell the individual what will happen to the results of the research project. Will they be published as an output or used as a conference paper / presentation? Will they be used in your dissertation or thesis? For what degree? A copy of the findings of the research project should be offered to each participant if they would like it.

If the results could be used in future research ensure that this is stipulated and there is an appropriate line on the Informed Consent Form detailing use in future research.]

# What should I do if I want to take part?

[Explain exactly how the participant should 'opt in' for the research project; who they should contact, and if there is a deadline for participation.

‘*You will be asked to complete an Informed Consent Form and to opt-in to a variety of research options by ticking the Yes or No box. This will confirm you understand how your data will be processed, protected and reviewed for research purposes’.*]

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# Who is organising and funding the research project?

[You should explain that you are conducting the research project as a student or member of staff or research student at the University of Leicester. Give your department/school name as well as the College.]

I am conducting this research as a Student at the University of Leicester as part of the School of Computing and Mathematical Sciences.

# What if something goes wrong?

[You should be transparent with your participants about the risks to them, you should include the text below:

*‘In the very unlikely event of you being harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone’s negligence, then you may have grounds for legal action but you may have to pay for it.’]*

# Who has reviewed the research project?

[You should state that the research project has been approved by the University of Leicester Research Ethics Committee.]

### Contact for Further Information

[You should give the individual a contact point for further information. This can be your name or that of your supervisor. It must only be a University email address and not a home address or contain too much personal information. If doing fieldwork a mobile phone contact is permissible. The University has a duty of care to its staff and asks them to always remain in 3rd party contact with another person when working away, whether in the UK or abroad.

[If you are a member of staff undertaking research with face to face contact, then you will need a neutral person in your school/college that research volunteers can email in the event of any queries or concerns and it should be inserted here.

You should add that if they have any concerns or queries about the way in which the research project has been conducted, they should contact the Chair of the University Research Ethics Committee on [ethics@le.ac.uk](mailto:ethics@le.ac.uk).

You must include GDPR contact information, this may be part of the Privacy Notice or for simple studies detailed here, an example may look like this:

*‘If you require more GDPR data protection information then you can access this via the University’s Information Assurance Services:*

*Information Assurance Services*  
*University of Leicester*  
*University Road*  
*Leicester*  
*LE1 7RH*  
*T: +44 (0)116 229 7945*  
*E: dpo@le.ac*

*W:* [*https://www2.le.ac.uk/offices/ias*](https://www2.le.ac.uk/offices/ias)’

### Thank you

[Remember to thank the individual for taking time to read the participant information sheet.]