Participant Information  
  
**NOTE TO RESEARCHER: Amend/delete all text in red as appropriate. *All guidance information (blue italics) should be deleted.* The final text should be all in black.**

**Project title**

**Researcher name(s)**

*Ensure all information you provide in this document is comprehensible to your audience, for example if translating into a different language or cultural context or providing for individuals with lower literacy.*

What is the study about?

We invite you to participate in a research project about…

It can be challenging to pronounce medical terms such as medicine name. As such, the project aims to make a website application to teach users how to pronounce certain words be playing a recording for them to listen to and attempt to replicate.

Why have I been invited to take part?

To attempt to use the application produced as if you were using it for educational purposes yourself and return feedback to the researcher advising on next steps to improve the application.

Do I have to take part?

This information sheet has been written to help you decide if you would like to take part. It is up to you and you alone whether you wish to take part. If you do decide to take part you will be free to withdraw at any time without providing a reason, and with no negative consequences.

What would I be required to do?

You will be asked to use the system and answer a series of questions regarding your experience with the application. This should take a maximum of an hour to complete.

Are there any risks associated with taking part?

There is a possibility the questionnaire will take more time than expected. The data will be stored securely, with access permission granted only to the researcher, supervisor and markers at the end of the project.

Informed consent

It is important that you are able to give your informed consent before taking part in this study and you will have the opportunity to ask any questions in relation to the research before you provide your consent.

What information about me or recordings of me (‘my data’) will you be collecting?

No personal data will be collected, only your opinions on the application you are testing. This information will not be associated with you. Information will be gathered via a questionnaire online.

How will my data be securely stored, who will have access to it?

Your data will be stored in an ANONYMISED form, which means that parts of your data will be edited or deleted such that no-one, including the researchers, could use any reasonably available means to identify you from the data. Your un-anonymised data will then be permanently deleted. Your data will be stored in St Andrews computer science department lab servers and only the researcher and supervisor will be able to access it.

How will my data be used, and in what form will it be shared further?

Your research data will be analysed as part of the research study. It will then be published in my dissertation. It will also be shared i.e. by placing it in a database accessible by others.

Ifshared (published and/or placed in a database accessible by others), your data will be in an ANONYMISED form, which means that no-one could use any reasonably available means to identify you from the data.

It is expected that the project to which this research relates will be finalised by June 2020.

When will my data be destroyed?

Within June of 2020.

Your data will be stored and processed in St Andrews computer science labs. No matter their physical location, researchers are required to store and make use of personal data as if they were in the UK; University requirements and the provisions of the data protection law apply at all times.

Will my participation be confidential?

Yes, your participation will only be known to the researcher and supervisor.

Use of your personal data and data protection rights *Do not amend the following paragraph as the specific wording is required to comply with the University’s legal obligations*

The University of St Andrews (the ‘Data Controller’) is bound by the UK 2018 Data Protection Act and the General Data Protection Regulation (GDPR), which require a lawful basis for all processing of personal data (in this case it is the ‘performance of a task carried out in the public interest’ – namely, for research purposes) and an additional lawful basis for processing personal data containing special characteristics (in this case it is ‘public interest research’). You have a range of rights under data protection legislation. For more information on data protection legislation and your rights visit <https://www.st-andrews.ac.uk/terms/data-protection/rights/>. For any queries, email [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk).

*NOTE: Adjust the square brackets in the sentence below to provide a specific and explicit deadline that corresponds to the end of your data gathering period.*

You will be able to withdraw your data [before/within] [SPECIFIC DATE/TIME LIMIT]. If your data is anonymised, we will not be able to withdraw it, because we will not know which data is yours.

Ethical Approvals

This research proposal has been scrutinised and subsequently granted ethical approval by the University of St Andrews Teaching and Research Ethics Committee. This project has also been reviewed and approved by NHS/ another University/other.

What should I do if I have concerns about this study?

In the first instance, you are encouraged to raise your concerns with the researcher. However, if you do not feel comfortable doing so, then you should contact my Supervisor or School Ethics Contact (contact details below). A full outline of the procedures governed by the University Teaching and Research Ethics Committee is available at <https://www.st-andrews.ac.uk/research/integrity-ethics/humans/ethical-guidance/complaints/>.

Contact details

*NOTE: Undergraduate researchers are advised not to include their email address, but only that of their Supervisor(s)*

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| --- | --- | --- | --- |
| **Researcher(s)** | [Name] | **Supervisor(s) / School Ethics contact** | [Name] |
|  | [University email address] | [University email address] |
|  |  | [Telephone number] |

*Please personalise the footer, inserting text in place of the square brackets i.e. date of this version, version number such as ‘v1/v1.2’, and an abbreviation of your project title or suitable descriptor. See* [*https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/workingwithdata/organisingdata/*](https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/workingwithdata/organisingdata/) *for more on file naming and organisation*