**How to use the Participant Sheet Information (PI Sheet) Template for questionnaires/online survey**

* Sub-headings have been provided. Make sure what you say under each heading/question relates clearly to your heading/question. You can always rephrase the heading/question as appropriate.
* Sample wording has been provided where appropriate.
  + Please add detail where guided (highlighted areas)
  + **Please delete** guidance notes and statements that do not apply.
* PROOF READ for clarity (use plain English) and spelling mistakes before you attach your PI Sheet to your ethics checklist.
* **DELETE this front page**

** Participant Information Sheet**

Ref & Version:

Ethics ID:

Date:

**The title of the research project**

[Insert suitable title]

**What is the purpose of the research/questionnaire?**

[insert details e.g. background, aim and duration of the project].

**Why have I been chosen?**

[Insert details on *how* and *why* the participant has been chosen (do you have an inclusion/exclusion criteria e.g. age restrictions/health conditions). Also include how many participants you are looking to recruit]

**Do I have to take part?**

Example wording:

It is up to you to decide whether or not to take part. If you do decide to take part, you will be given [have access to] this information sheet to read. You can withdraw from participation at any time and without giving a reason, simply by closing the browser page. [amend highlighted statement if paper copy] Please note that once you have completed and submitted your survey responses, we are unable to remove your anonymised responses from the study. Deciding to take part or not will not impact upon you [your education or studies at BU].

Please note the example wording above in relation to the withdrawal may need to be changed if you are collecting personal information which could identify an individual to the research in the questionnaire/survey (including research outputs).

**How long will the questionnaire/online survey take to complete?**

[insert a realistic timeframe]

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

Example wording:

Whilst there are no immediate benefits for those people participating in the project, it is hoped that this work will [insert details].

**What type of information will be sought from me and why is the collection of this information relevant for achieving the research project’s objectives?**

[insert an explanation for participants].

**Use of my information**

Participation in this study is on the basis of consent: you do not have to complete the survey, and you can change your mind at any point before submitting the survey responses. We will use your data on the basis that it is necessary for the conduct of research, which is an activity in the public interest. We put safeguards in place to ensure that your responses are kept secure and only used as necessary for this research study and associated activities such as a research audit. Once you have submitted your survey response it will not be possible for us to remove it from the study analysis because you will not be identifiable.

The anonymous information collected may be used to support other research projects in the future and access to it in this form will not be restricted. It will not be possible for you to be identified from this data. Anonymised data will be added to BU’s Online Research [Data Repository](https://research.bournemouth.ac.uk/research-environment/research-data-management/) (a central location where data is stored) and which will be publicly available.

**Contact for further information**

If you have any questions or would like further information, please contact [insert details of the Research Team/Supervisors]

*In case of complaints*

Any concerns about the study should be directed to [insert details]. If you concerns have not been answered by [insert details], you should contact [insert Deputy Dean for Research & Professional Practice name and faculty], Bournemouth University by email to [researchgovernance@bournemouth.ac.uk](mailto:researchgovernance@bournemouth.ac.uk).

**Consent to Participate (to be included as a consent statement as part of the online questionnaire):**

Please indicate that you have read and understood the Participant Information Sheet for this research project and that you consent to take part in this questionnaire before continuing:

I have read and understood the Participant Information Sheet and consent to take part in this questionnaire

I do not consent to take part in this questionnaire [exit at this point]

Please indicate your agreement for the Research Team to access and use your recorded responses to this questionnaire before continuing:

I give permission for members of the Research Team to have access to my anonymised responses. I understand that my anonymised responses may be reproduced in reports, academic publications and presentations but I will not be identified or identifiable.