**How to use the Participant Sheet Information (PI Sheet) Template**

* Please refer to guidance ‘[How to prepare your information sheet’](https://intranetsp.bournemouth.ac.uk/documentsrep/BU%20PI%20Sheet%20Guidance%204.docx) before completing your PI Sheet.
* Sub-headings have been provided. Make sure what you say under each heading/question relates clearly to your study. If you come across text which is not relevant to your subject area, you can either adapt the wording to suit or delete it.
* Wording has been provided where appropriate:
  + **Header** – Your PI Sheet should be dated, given a VERSION NUMBER (start at **v1**) and REFERENCE (***something you make up***) and state the ETHICS ID. The Ethics ID is automatically generated once you create a checklist, which you can **find** on your [OEC Dashboard](https://ethics.bournemouth.ac.uk/) **under the column ‘Ethics ID’**.
  + Please add detail where guided (highlighted areas or where there is an asterisk)
  + **Please delete** guidance notes (highlighted Yello) and statements that do not apply (this is includes the \*).
* **PROOF-READ** for clarity (use plain English) and spelling mistakes before you attach your PI Sheet to your ethics checklist.
* Remember the aim of a PI Sheet is to provide sufficient information, in an understandable language to support potential participants in making the right (and informed) decision for them, so any **technical terms** **should be explained**.
* **DELETE this front page**

** Participant Information Sheet**

**The title of the research project**

[Implementation of a Story Engine in Unreal Engine 5]

**Invitation to take part**

Example wording:

You are being invited to take part in a research project. Before you decide 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 and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

**What is the purpose of the project?**

[To showcase my understand of technical narrative design and my abilities to successfully build a working Story Engine that can be used by external people to build NPC interactions, Quest systems and progress and help handle layer based overworld updates based on progression of the main story].

**Why have I been chosen?**

[I have chosen Game Designers and Game Software Engineering students as they will have vital knowledge in understand how the software works already and are my target audience being individuals building and creating games. I wish to have at least 5 participants]

**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 this information sheet to keep and be asked to sign a participant agreement form. We want you to understand what participation involves, before you make a decision on whether to participate.

If you or any family member have an on-going relationship with BU or the research team, e.g. as a member of staff, as student or other service user, your decision on whether to take part (or continue to take part) will not affect this relationship in any way.

**Can I change my mind about taking part?**

Yes, you can stop participating in study activities at any time and without giving a reason.

**If I change my mind, what happens to my information?**

After you decide to withdraw from the study, we will not collect any further information from or about you.

As regards to the information we have already collected before this point, your rights to access, change or move that information are limited. This is because we need to manage your information in specific ways in order for the research to be reliable and accurate. Further explanation about this is in the Personal Information section below.

[Your information gathered at the start of the test will be destroyed. Information will be gathered at the end of the experiment. Therefore, keeping your data until that point is not an issue. However, at any point during the interview you wish to withdraw, we will stop the questioning and all data will be destroyed alongside the recording of the interview.]

**What would taking part involve?**

[Participants will be given a task-based usability test to complete, this will involve using the story engine and demo provided and be requested to add an NPC and quest around that NPC to it. Each participant will be given the same NPC to place in the world, it is up to them what they decide to do with it. After the hour, they will be asked to stop what they’re doing and I will interview them on their thoughts and feelings about using the engine, being concise questions about the experience of the story engine, how easy it was to navigate and if they would suggest anything to add to it.]

**Will I be reimbursed for taking part?**

[There will be no reward for taking part.]

**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 [there are no advantages for participating in the project, more just understanding story engines and their function.].

Whilst we do not anticipate any risks to you in taking part in this study, you may [Possible eye strain from looking at a screen for too long, you are allowed to take a break whenever you need to avoiding any possible damage]

**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?**

[The only information that will be gathered is your experience about using the engine. This is to understand if I have created an industry standard story engine that is easily accessible and can be used a plugin for unreal in the real industry.].

**Will I be recorded, and how will the recorded media be used?**

Example wording:

The audio recordings of your activities made during this research will be used only for analysis and the transcription of the recording(s) for illustration in conference presentations and lectures. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings.

[the audio recorded will be transcribed anonymously by me onto paper and all evidence of the audio recording will be destroyed thereafter]

**How will my information be managed?**

Standard required wording:

Bournemouth University (BU) is the organisation with overall responsibility for this study and the Data Controller of your personal information, which means that we are responsible for looking after your information and using it appropriately. Research is a task that we perform in the public interest, as part of our core function as a university.

Undertaking this research study involves collecting and/or generating information about you. We manage research data strictly in accordance with:

* Ethical requirements and
* Current data protection laws. These control use of information about identifiable individuals, but do not apply to anonymous research data: “anonymous” means that we have either removed or not collected any pieces of data or links to other data which identify a specific person as the subject or source of a research result.

BU’s Research Participant Privacy Notice sets out more information about how we fulfil our responsibilities as a data controller and about your rights as an individual under the data protection legislation. We ask you to read this Notice so that you can fully understand the basis on which we will process your personal information.

Research data will be used only for the purposes of the study or related uses identified in the Privacy Notice or this Information Sheet. To safeguard your rights in relation to your personal information, we will use the minimum personally-identifiable information possible and control access to that data as described below.

*Publication*

You will not be able to be identified in any external reports or publications about the research without your specific consent\*. Otherwise your information will only be included in these materials in an anonymous form, i.e. you will not be identifiable.

Research results will be published [the results will be published anonymously withing the evaluation state of my dissertation paper, acting as an indicator of how successful my project was in terms of accessibility and use]

*Security and access controls*

BU will hold the information we collect about you in hard copy in a secure location and on a BU password protected secure network where held electronically.

Personal information which has not been anonymised will be accessed and used only by appropriate, authorised individuals and when this is necessary for the purposes of the research or another purpose identified in the Privacy Notice. This may include giving access to BU staff or others responsible for monitoring and/or audit of the study, who need to ensure that the research is complying with applicable regulations.

[All information will be specifically anonymous, using a participant ID to differ different experiences]

[I will only be referring to your name during the test. When in the interview, I will only refer to the participant by their participant ID].

*Further use of your information*

The information collected about you may be used in an anonymous form 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.

*Keeping your information if you withdraw from the study*

If you withdraw from active participation in the study we will keep information which we have already collected from or about you, if this has on-going relevance or value to the study. This may include your personal identifiable information. As explained above, your legal rights to access, change, delete or move this information are limited as we need to manage your information in specific ways in order for the research to be reliable and accurate. However, if you have concerns about how this will affect you personally, you can raise these with the research team when you withdraw from the study.

You can find out more about your rights in relation to your data and how to raise queries or complaints in our Privacy Notice.

*Retention of research data*

**Project governance documentation**, including copies of signed **participant agreements**: we keep this documentation for a long period after completion of the research, so that we have records of how we conducted the research and who took part. The only personal information in this documentation will be your name and signature, and we will not be able to link this to any anonymised research results.

Research results:

*STATEMENT 1 – Use if you have provided details of how you will anonymise information during the active period of the research study:*

As described above, during the course of the study we will anonymise the information we have collected information about you as an individual. This means that we will not hold your personal information in identifiable form after we have completed the research activities.

You can find more specific information about retention periods for personal information in our Privacy Notice.

We keep anonymised research data indefinitely, so that it can be used for other research as described above.

*Further guidance - to be deleted, do not include in final version*

\* In some circumstances, the nature of the research will make it difficult to safeguard anonymity of data, which should be explained to participants here and the entire statement modified throughout as appropriate. This explanation should include how their data and /or identity would be shared and the consequences they may face in such instances.

**Contact for further information**

Example wording:

If you have any questions or would like further information, please contact [Oliver Miller [s5403397@bournemouth.ac.uk](mailto:s5403397@bournemouth.ac.uk) or by text on 07821325139]

*In case of complaints*

Any concerns about the study should be directed to [Charlie Hargood chargood@bournemouth.ac.uk ]. If you concerns have not been answered by Charlie Hargood, you should contact [Tiantian Zhang [tzhang@bournemouth.ac.uk](mailto:tzhang@bournemouth.ac.uk) ], Bournemouth University by email to [researchgovernance@bournemouth.ac.uk](mailto:researchgovernance@bournemouth.ac.uk).

**Finally**

If you decide to take part, you will be given a copy of the information sheet and a signed participant agreement form to keep.

Thank you for considering taking part in this research project.