# *Critical Kits Research: Participant Information Sheet (PIS)*

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| ***Contact Persons at Lancaster University***  Ross Dalziel, Principal Investigator & PhD Candidate, Lancaster Institute for Contemporary Art (LICA) Email: r.dalziel@lancaster.ac.uk  Dr. Jen Southern (Supervisory Team), Lancaster Institute for Contemporary Art (LICA) Email: [j.a.southern@lancaster.ac.uk](mailto:j.a.southern@lancaster.ac.uk) | Prof. Paul Coulton (Supervisory Team), Lancaster Institute for Contemporary Art (LICA) Email: [p.coulton@lancaster.ac.uk](mailto:p.coulton@lancaster.ac.uk)  Dr. Rod Dillon (Supervisory Team), Faculty of Health and Medicine Lancaster University  Email: [r.dillon@lancaster.ac.uk](mailto:r.dillon@lancaster.ac.uk)  Judith Mottram (Director of LICA) Lancaster Institute for the Contemporary Arts (LICA), Lancaster University Lancaster LA1 4YW Email: [judith.mottram@lancaster.ac.uk](mailto:judith.mottram@lancaster.ac.uk) Phone: +44 (0)1524 594395 |

On behalf of the Lancaster Institute for Contemporary Art (LICA) we would like to invite you to take part in this research. Before you decide, it is important that you understand the aim of the research, what it will involve, and your rights as a participant. Please feel free to ask questions at any time.

***The main aim of the project*** is to understand how people including artists, makers, engineers, educators, technologists, students, workshop participants, enthusiasts, audiences, passers by, hobbyists and scientists understand and interact with the biological world. In particular we are looking at how people use 'kits' to do this. By kits we refer to a diverse range of examples, everything from a bicycle repair kit, an educational kit, a kit to discover genetic information or a tool kit to aid understanding a subject, procedure or policy. We want to make better kits and understand both their limits and their opportunities.

***Who is carrying out the research?***

Artist, maker and PhD Candidate Ross Dalziel is the Principal Investigator (PI) supervised by Prof. Paul Coulton, Dr Rod Dillon and Dr Jen Southern at LICA.

***What does the research involve?***

The research may involve collecting one or more of the following kinds of data to study and analyse, focussing on how participants make, design, discuss and use kits and biological knowledge.

1. Hand-written notes
2. HD video recordings, in some cases 360 degree video, with audio recordings of participants working individually and/or as a group
3. Individual audio interviews

We may also use these methods to record the situation and context of your participation or other details that may not seem relevant, but could be to the study. You are welcome to ask questions about any of this at any time.

***How will the data be used?***

We (the principal investigator and supervisory team) will only use the data (the video and/or audio recordings, handwritten or digital notes or transcripts of your participation) for analysis to help us understand how people interact with kit making activity and biological knowledge. Our findings based on the analysis will be used in a final thesis and may be published in academic journals, papers, books in print or online. We may also make artworks, exhibitions, further academic research, online journals, talks or blogs and other kits based on what we discover. These kits may be shared online or distributed for others to use. These kits will not contain or publish any identifiable or anonymous data we collect, but embody the result of what the research team discovers based on the analysis.

Should any *descriptions* of the activity in the data (not the video or audio data itself) be used in support of the presentations or publication of findings it will be anonymised or participants may choose to be identifiable through a pseudonym.

***How will my privacy be maintained?***

We will ensure your anonymity to the best of our abilities. All collected data will be treated confidentially in accordance with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.

Where you are recorded in hand-written and digital note-taking, the data will be kept in private notebooks kept in secure locked storage or on the Principal Investigator encrypted devices, anonymised after transcription and only be used for analysis, by the PI and only accessible to him and the supervisory team. You may choose to be identifiable through the use of a pseudonym.

Where you are recorded and identifiable in audio material, for example in an individual interview this will be kept securely on encrypted devices, then anonymised after transcription into text and used only for analysis by the researcher and the supervisory team. You may choose to be identifiable through the use of a pseudonym.

Where you are recorded and identifiable in video material this will be kept securely on encrypted devices and used only for analysis accessible only to the researcher and the supervisory team.

Should any *descriptions* of activity in the video data (not the video data itself) be referred to in the final thesis or in any public form, such as publication, journals etc. this will be anonymised.

Should any *transcriptions* of the written or audio data be used or quoted (not the audio data itself) or referred to in the final thesis or in any public form, such as publication, journals etc. this will be anonymised. You may choose to be identifiable through the use of a pseudonym.

Data will be treated confidentially and stored securely on the principal investigators private encrypted laptop, encrypted external hard drive or Lancaster Box with restricted access to supervisory team only.

***Sensitive Information -*** If you disclose any information that may be sensitive, you should also be aware that our research is subject to the Freedom of Information Act. This means that external agencies can request the original data held by the researchers. If anything you reveal in the interview (or other data collection method) suggests that you or somebody else might be at risk of harm, I will be obliged to share this information with the study's supervisory team in the first instance. If possible I will inform you of this breach of confidentiality.

***Group Work –*** You may participate alongside and in direct context with others. In this case your fellow participants will be asked not to disclose information outside of the group and with anyone not involved in the group without the relevant person’s express permission.

***Project Timeframe*** – The project starts **July 2019** and is ongoing until **October 2021**.

***Data Storage*** - Handwritten and digital notes will be kept in private notebooks kept in secure locked storage or on encrypted devices, maintained and accessible only to the Principal Investigator and supervisory team for up to 10 years to allow for further possible study.

All audio & video data will be kept securely on encrypted devices, maintained and accessible only to the Principal Investigator and supervisory team for up to 10 years. *De-personalized data, such as transcribed audio interviews and analysis, will be kept securely for a minimum of 10 years after the date of collection. This is to allow further analysis and follow on research.*

***Your Participation*** is *voluntary*. You have the right to withdraw from the study without providing any reason for your withdrawal at the time of participation or during data collection. You can request that audio recording stops or content is erased (but only content that you as a participant, are part of). You may also withdraw up to 2 weeks after your participation and if you do, your data will be destroyed and not used or analysed; after this point you will be unable to withdraw & the data will remain in the study due to the need for analysis to begin.

Please note if you participate in group activity recorded by video you are welcome to withdraw at the time of participation or up to 2 weeks after the recording. If you withdraw your contribution will be digitally removed from the study by digitally editing, blurring or obscuring the video frames in which you appear . Please do consider this carefully when agreeing to participate in group work and ask the research team any questions or concerns you might have. The research team will inform you before recording begins.

**Please keep a copy of this form so you can contact us.**

***Risks*** – The risks involved in participating are low. It is possible that ethical subjects around the use of animal material in biological science may arise in the course of the study that as a participant you may find uncomfortable or provoke strong feelings. The supervisory team will endeavour to provide support should this become a problem for you. It is unlikely that we will record such a debate, as it is not the focus of the study. Again you may choose to withdraw from the study without reason and your contributions will be removed as describedabove

***What are the benefits of participating?*** A deeper understanding of how scientists, artists, technologists, makers and others use things like kits is important not only in the context of academic research, but for the pubic understanding and support of biological science, education, policy, maker education, design and everyday life. By participating in this research you enable important insights and methodological innovations.

***What if I want to make a complaint?*** Pleaseget in touch with our independent contact **Judith Mottram,** Professor of Visual Art & Director, Lancaster Institute for the Contemporary Arts (LICA) [judith.mottram@lancaster.ac.uk](mailto:judith.mottram@lancaster.ac.uk)

**For further information about how Lancaster University processes personal data for research purposes and your data rights please visit our webpage:** [**www.lancaster.ac.uk/research/data-protection**](http://www.lancaster.ac.uk/research/data-protection)

***Thank you for taking the time to read this information sheet! Please don’t hesitate to contact us if you have any questions. If you are happy to participate, please read and sign the Informed Consent Form overleaf.***

### Informed Consent Form

By filling out the form below, you confirm you have read and understood the 'Critical Kits' participant information sheet overleaf, understand the issues and your rights and have had the opportunity to consider the information, ask questions and have had these answered satisfactorily and wish to participate in the study.

**Name (in capital letters):**

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**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I provide information with the expectation of confidentiality.  
 I consent to being observed by the researcher and recorded through **hand written and digital text based notes** used ***only for analysis*** by the researcher and his supervisory team.  
 I consent to be **interviewed** by the researcher using **audio recordings** and the content of the interview be used ***only for analysis*** by him and his supervisory team.

I consent to appear in **audio recordings of group conversations** made with audio-visual devices of the researcher used ***only for analysis*** by him and his supervisory team.   
 I consent to be identifiable in **video recordings** made with audio-visual devices of the researcher used ***only for analysis*** by him and his supervisory team.  
  I understand that with respect to video recordings of groups of people if I withdraw I will be digitally blurred or obscured in the video frames in which I appear and so consent to only take part in video recorded group work in this study on that basis.

I understand that my participation is voluntary and that **I am free to withdraw at any time during my participation and up to 2 weeks from the date below**, without giving any reason. **After this point** I understand that I **cannot** withdraw from the study as analysis will have begun   
 I understand that if I disclose anything that may be sensitive or reveal someone is at risk of harm, I understand that the research is subject to the Freedom of Information Act. This means that external agencies can request the original data held by researchers.   
 I confirm I would like to participate in the study.   
 I would like to give additional consent to being identifiable in photographs or quotations for illustrative and documentation purposes of activities. This is distinct from my consent to the above, and ticking this box confirms you wish to be identifiable in this material. This does not affect your consent to the other data collected in the study

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

**Pseudonym (optional)**\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I choose a pseudonym to track my contribution where appropriate to the research thesis, research outcomes, publications, presentations or further studies.   
 I would like to also use this pseudonym to attribute my contribution to any kits developed as a result of the study.   
\* *If you do not choose a pseudonym, we will choose one for you; the selected pseudonym will be available on request.*