

# PARTICIPANT INFORMATION SHEET

[Research Project Title]

Name of Researcher:

Contact details of Researcher:

Name of Supervisor:

Contact details of Supervisor:

This information sheet forms part of the process of informed consent. It should give you the basic idea of what the research is about and what your participation will involve. Please read this information sheet carefully and ask one of the researchers named above if you are not clear about any details of the project.

1. **What is the purpose of the project:**

[A general statement of the background of the project and its objectives]

1. **Why have I been selected to take part? [or Who can be a participant?]**

[Details of inclusion criteria]

1. **Do I have to take part?**

*Example response*:

It is completely up to you to decide if you would like to participate. Before you decide to take part we will describe the project and go through this information sheet with you. If you agree to take part, we will then ask you to sign a consent form. However if at any time you decide you no longer wish to take part in this project you are free to withdraw, without giving a reason.

1. **What will I be asked to do?**

[Description of all procedures in lay language including purposes, duration, location, frequency etc. Include flow diagram of process as an aid to understanding what is involved, if appropriate]

**5. What are the exclusion criteria?   
(are there reasons why I should not take part)?**

[Details of exclusion criteria]

1. **What are the possible benefits of taking part?**

*Example response*:

There are no benefits of taking part in the project. However the information that you and other participants provide in this project will help us to [purpose of project]

1. **What are the possible disadvantages and risks of taking part?**

*Example response (Survey project):*

There are no disadvantages to you taking part in the project. If the questionnaire asks a question that you do not want to answer for any reason, you can choose not to answer.

1. **Will my participation involve any discomfort or embarrassment?**

*Example response (interview):*

We do not expect you to feel any discomfort or embarrassment if you take part in the project. If however you do feel uncomfortable or appear upset at any time, the research will stop the interview right away and may direct you to approach an appropriate support service.

1. **Who will have access to the information that I provide?**

*Example response*:

Only the research team will have access to information that you provide. All records will be treated as confidential.

**10. What will happen to the data collected and results of the project?**

*Example response*:

All data collected during the project including personal, identifiable data will be treated as confidential and kept in a locked cabinet in a locked room or on a password protected file on the University of Bath’s secure server (X drive). This storage of data will be done in accordance with GDPR. Recorded data will not be kept for any longer than 5 years. Your name or other identifying information will not be disclosed in any presentation or publication of the research.

After the project has finished, we will also provide participants with a summary of the project results if they would like that. This summary will not include any identifiable information and will show the overall findings of the project.

*Example response: Data to be used in further, future projects:*

Once this project is completed, other researchers at the University of Bath may conduct related research projects which would benefit from the use of the data that you have provided. Further use of your data will only occur with your consent and the University of Bath’s approval where data will continue to be stored in accordance with GDPR. So again, your name or other identifying information will not be disclosed in any presentation or publication of the research.

**11. Who has reviewed the project?**

This project has been reviewed through the EIRA1 process within the Department of Computer Science.

**12. How can I withdraw from the project?**

*Example response:*

If you wish to stop participating before completing all parts of the project you can inform one of the above identified researchers in person or by email or telephone. You can withdraw from the project at any time without providing a reason for doing so and without any repercussions.

If for any reason you wish to withdraw your data, please contact an identified researcher within two weeks of your participation. After this date it may not be possible to withdraw your data as some results may have been published or anonymized. Your individual results will not be identifiable in any way in any presentation or publication.

**13. University of Bath privacy notice**

The University of Bath privacy notice can be found here: <https://www.bath.ac.uk/corporate-information/university-of-bath-privacy-notice-for-research-participants/>.

**14. What happens if there is a problem?**

*Example response:*

If you have a concern about any aspect of the project you should ask to speak to the researchers who will do their best to answer any questions.

**15. If I require further information who should I contact and how?**

Thank you for expressing an interest in participating in this project. Please do not hesitate to get in touch with us if you would like some more information.

Name of Researcher:

Contact details of Researcher:

Name of Supervisor:

Contact details of Supervisor: