**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.
* Sample wording has been provided where appropriate:
  + Please add detail where guided (highlighted areas or where there is an asterisk)
  + **Header** – Your PI Sheet should be dated, given a VERSION NUMBER 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/).
  + **Please delete** guidance notes 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 decision for them, so any **technical terms** **should be explained**.
* **DELETE this front page**

** Participant Information Sheet**

**The title of the research project**

[Insert suitable title]

**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.

**Who is organising/funding the research? (If applicable, if not DELETE section)**

[insert details as applicable].

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

[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 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 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.

[Add alternative wording about withdrawal of data to use where the participants would be identifiable in the research outputs: data can be withdrawn from this use at any point]

**What would taking part involve?**

[insert details of what you will be asking the participants to do]

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

Example wording (if **there are direct benefits** you need to change the wording to reflect this and please do think carefully and add information on the benefits to participating, don’t just focus on the potential harm or risks to participants, although important to clarify):

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

Whilst we do not anticipate any risks to you in taking part in this study, you may [insert details – as applicable]

**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].

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

Example wording:

The [insert details of activity e.g. interview] will be recorded. The audio and/or video 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.

[add alternative information about any intention to include film or photographs in research outputs and any plans to broadcast any film output or display any photos]

**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](https://intranetsp.bournemouth.ac.uk/documentsrep/Research%20Participant%20Privacy%20Notice.pdf) 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 [provide further details where and when (if known)]

*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.

[If data will only be used in identifiable form for part of the study, or if it will be pseudonymised or anonymised at a particular point in the study, briefly describe this here]

[Add reference to any bespoke data security measures, access controls or other data minimisation measures, which are in place within the specific study arrangements].

*Sharing your personal information with third parties*

As well as BU staff [and the BU student(s)] working on the research project, we may also need to share personal information in non-anonymised for with [insert details or any third parties who may need to access the data and why e.g. external organisation(s) such as external collaborators, transcription services and funders]. [Reference possible audit by NHS trust if conducting medical research.]

*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. To enable this use, anonymised data will be added to BU’s online Research [Data Repository](https://research.bournemouth.ac.uk/research-environment/research-data-management/): this is a central location where data is stored, which is accessible to the public.

*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 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.

*STATEMENT 2 – Use if you will not be anonymising all research data during the active period of the research study*

We will keep your personal information in identifiable form for a period of [several months or years] after completion of the research study. Although published research outputs are anonymised, we need to retain underlying data collected for the study in a non-anonymised form to enable the research to be audited and/or to enable the research findings to be verified.

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 [insert details of the Research Team/Supervisors]

*In case of complaints*

Any concerns about the study should be directed to [insert DDRPP name and faculty], Bournemouth University by email to [researchgovernance@bournemouth.ac.uk](mailto:researchgovernance@bournemouth.ac.uk).

**Finally**

Example wording:

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.