

## RESEARCH STUDY PARTICIPANT INFORMATION SHEET

### STUDY TITLE : SINGLE CELL ANALYSIS USING GALAXY | ANÁLISIS DE CÉLULAS ÚNICAS USANDO GALAXY

You are invited to be part of our 2-day free workshop to learn **Single cell analysis using Galaxy**. You will have trained personnel helping you on an online free space (similar to WhatsApp), called Slack ([terms & conditions for Slack here](#)), and you will also be part of our academic study to assess the need for Spanish language bioinformatics resources.

### CONTACT DETAILS

In case of any questions or concerns about the project, please reach out to:

1. Project Lead: Dr Wendi Bacon- [wendi.bacon@open.ac.uk](mailto:wendi.bacon@open.ac.uk)
2. Dr Fra Crea - [francesco.crea@open.ac.uk](mailto:francesco.crea@open.ac.uk) (not involved in the study)

This research project has been reviewed by, and received a favourable opinion, from The Open University Human Research Ethics Committee – HREC reference number: HREC/4135/Bacon.”

### GENERAL INFORMATION ABOUT THE RESEARCH STUDY AND COLLECTED RESEARCH DATA

- Participants must be native Spanish speakers and at least 18 years old.
- The key aims of the study are to find out whether there is a need for translated bioinformatics learning materials. We hope that this pilot study will open a path for other potentially larger studies and translation efforts, increasing accessibility in bioinformatics.
- The study is run by the ‘Galaxy Training Network’ together with the ‘Open University’ and sponsored by ‘The Company of Biologists’

- Data will be collected in the form of: a registration form, post workshop survey, and impact surveys. Tutorial history links will be analysed to identify time spent using tools and frequency of errors.

## **WHAT WILL I BE ASKED TO DO IF I AGREE TO TAKE PART?**

- After registration, you will receive (randomly) a link to one of three workshop programs – ENG (English materials), CAT (automatically translated Spanish materials), or HES (human translated Spanish materials).
- You can work through the course in your own time over the two days.
- You will be able to access the other workshop programs (ENG, CAT or HES) at any time. We include a question in the post-course survey to identify how often participants change languages.
- By agreeing to be part of this study, you agree to fill in our 5-10 minutes post-workshop survey, and to have your anonymised data as part of our study.
- Participation in this workshop/study is entirely voluntary.
- If you do decide to take part, you will be emailed this information sheet
- Direct benefits for you include learning Single cell analysis using Galaxy skills with live trainer support for free.
- This study will help other Spanish speakers obtain easier access to bioinformatics.

## **HOW WILL THE DATA I PROVIDE BE USED?**

- Your e-mail address will be used to allocate you into a language stream; to communicate with you throughout the course (i.e. send you the course program and Slack links); and to send you post-course and longer term impact surveys.
- Your post-course survey will ask for tutorial histories, which we will use to calculate time spent running tools or frequency of errors (please do not try to 'clean' your histories, we want to know what your real experience was!)
- We will link your registration & post-course survey information. No published data will be identifiable or traceable back to you.
- Data from registration, survey, impact survey will be collected in an Excel spreadsheet in an OU dedicated database on the cloud.
- Data anonymising will be done by researchers before any processing. Researchers will write results in an academic published paper but you will not be identifiable by any published data.
- Data will be kept for five years in a an OU dedicated database on a cloud, after which it will be manually deleted.

- Anonymised data will be disseminated and form part of the results of the study.
- The study results will be shared with you if you opt in.
- Dr Wendi Bacon will ensure and state that any international partners are fully data protection compliant.

## YOUR RIGHT TO WITHDRAW FROM THE STUDY

- You have the right to withdraw from the study at any time during your participation in the workshop by emailing [wendi.bacon@open.ac.uk](mailto:wendi.bacon@open.ac.uk)
- You have the right to ask for your data to be removed after your participation in the study by emailing [wendi.bacon@open.ac.uk](mailto:wendi.bacon@open.ac.uk) by 3<sup>rd</sup> of Jan 2021.

## HOW DO I AGREE TO TAKE PART?

- Read this information sheet
- Consent to participate in the study in the online registration form
- Complete the registration form
- Please keep the 'Information sheet' if you ever need to refer back to it.

## THANK YOU

Thank you very much for being part of this workshop and study! We hope you enjoy the workshop and that the training helps you in your future scientific endeavours.

## DATA PROTECTION

The Open University is the Data Controller for the personal data that you provide.

[If there are any joint data controllers (research partners or funders) then include this information. This should be identifiable from any research agreements or funding contracts.

GTN is a collaborator together with 'The Company of Biologists'

The lawful reason for processing your data will be that conducting academic research is part of The Open University's public task. (The consent we request from you relates to ethical considerations)

[If any use will be made of the personal data in addition to analysis of the research, then the appropriate lawful basis needs to be considered. If any marketing communications will arise, this is likely to require consent]

No use of personal data will be made other than the research.

We share the information you have given to us with xx organisations in order to xxx

[If you transfer or share the information with research partners or other third parties, including subcontractors, e.g. for providing transcripts, then say this.]

We will share information with researchers working on the study exclusively.

The lawful reason for these transfers is that it is part of our public task to conduct academic research [and/ or] Where we use a third party to provide a service, it is in our legitimate interest to manage our operations effectively. They will only be given personal data in order to carry out a specific activity, and we have contractual arrangements to safeguard their use of your personal data.

[state your retention period for the personal data, if you haven't mentioned it above]

We will keep email addresses for up to 5 years.

[say if any data will be transferred or stored outside the UK/EEA, e.g. by partners/ contractors/cloud services, and what safeguards you are taking]

Data will be transferred outside UK/EEA. Transferred data will be encrypted and shared only with selected individuals in the UK before anonymising. Further data transfer with the rest of the researchers will be done only after de-identification.

You have a number of rights as a data subject:

- To request a copy of the personal data we have about you
- To rectify any personal data which is inaccurate or incomplete
- To restrict the processing of your data
- To receive a copy of your data in an easily transferrable format (if relevant)
- To erase your data
- To object to us processing your data

If you are concerned about the way we have processed your personal information, you can contact the Information Commissioner's Office (ICO). Please visit the ICO's website for further details.

*This project has been reviewed by, and received a favourable opinion from, The Open University Human Research Ethics Committee, reference HREC/4135/Bacon'*