



PARTICIPANT INFORMATION SHEET

PROJECT TITLE

The emergence of robotic process automation (RPA) in the accounting industry.

INVITATION PARAGRAPH

You are being invited to take part in a research project. Before you decide whether or not to take part, 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. Ask questions if anything is not clear or you would like more information. Take some time to decide whether or not to take part.

WHAT IS THE PURPOSE OF THE PROJECT?

The purpose of this project is to understand the emergence of robotic process automation (RPA) in accounting industry.

WHY HAVE I BEEN INVITED TO PARTICIPATE?

You have been invited to participate in this study because your knowledge and experience on the emergence of robotic process automation (RPA) in accounting industry.

DO I HAVE TO TAKE PART?

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 Participant Information Sheet to keep and be asked to sign an Informed Consent Form. If you decide to take part you are still free to withdraw from the study at a later date, without giving a reason and without any impact on any services you are using. Only the project team will have access to the research data.

WHAT DOES TAKING PART INVOLVE?

You will be asked a number of questions during the interview about the emergence of robotic process automation (RPA) in accounting industry. The interview will be an one-off interview and take place online at a time that it is convenient for you and will last approximately 45 minutes. The interview will be video-recorded via TEAM meeting organised by an account provided by the University of Edinburgh on a password-protected and encrypted device.

ARE THERE ANY POSSIBLE RISKS OR DISADVANTAGES IN TAKING PART?

There are no significant risks anticipated from participation in this research project. However, the researcher will anonymise participants and will not present any information that could put participants at higher levels of risk than the participants will normally face in their daily lives in the research result.

WHAT ARE THE POSSIBLE BENEFITS OF TAKING PART?

By sharing your experiences and knowledge with us, you will be helping the researcher and the University to better understand the emergence of robotic process automation (RPA) in accounting industry. There is no intended direct benefit for participation.

WHAT IF I WANT TO WITHDRAW FROM THE PROJECT?

Agreeing to participate in this project does not oblige you to remain in the study or to have any further obligations to the research project or team. If at any stage you no longer want to be part of the study, you can withdraw from the project by contacting XXX. Email: XXX. You should note that your data may be used in the production of formal research outputs (e.g. journal articles, conference papers, reports) prior to your withdrawal and so you are advised to contact the research team at the earliest opportunity should you wish to withdraw from the study.

You can withdraw from the project up until transcription begins.

If you withdraw from the project, all your identifiable data/video-recorded interviews will be destroyed, but we will continue to use the anonymised data collected up to your withdrawal, and we will maintain our records of your original consent.

HOW WILL MY DATA BE LOOKED AFTER DURING THE PROJECT?

All your data will be processed and stored in accordance with the General Data Protection Regulation (GDPR) along with the Data Protection Act 2018 (DPA). The project will be also be guided by and adhere to the University of Edinburgh's data protection guidance and regulations, see <http://www.recordsmanagement.ed.ac.uk/InfoStaff/DPstaff/DataProtectionGuidance.htm>

All personal details, including contact details, addresses, phone numbers etc, will be kept strictly confidential within the research team, stored on the One Drive account provided by the University of Edinburgh on password-protected and encrypted devices and University secure servers, in accordance with the General Data Protection Regulation, and the latest University of Edinburgh data security protocols.

Electronic project data will be uploaded as soon as possible to a secure University of Edinburgh server and stored there for the duration of the project, only accessible to the project team.

All paper records will be transferred to locked storage at the University of Edinburgh as soon as practicable. Your Consent Form will be stored separately from your responses.

WHAT WILL HAPPEN TO MY DATA AFTER THE END OF THE PROJECT?

At the end of the project, all video-recording data will be deleted using the latest University of Edinburgh protocol for secure data deletion.

Other data including transcription will be stored the One Drive account provided by the University of Edinburgh on password-protected and encrypted devices and University secure servers and might be used educational and/or non-commercial purposes, in the researcher and the researcher's MRes supervisors' works, including coursework, dissertation, academic publications, articles, books, presentations, reports, websites, exhibitions, related to the research project and future research projects.

WHAT SHOULD I DO IF I WANT TO TAKE PART?

You can 'opt in' by responding to the researcher's email or social media post. You can contact the researcher via his university email or TEAM software. You are advised to also contact the researcher's supervisors when necessary. You will also be contacted through email or TEAM if possible.

WHAT WILL HAPPEN WITH THE RESULTS OF THE RESEARCH PROJECT?

The results of this study will be published in academic articles, books, reports and presentations, including on the project website. We may also use data from this project in teaching. Quotes from your interview may be used in these outputs, and these will be anonymous and exclude information that would expose you to higher levels of risk than the risk you might face in everyday life unless you give permission for your real name to be used in the Consent Form.

WHO IS ORGANISING AND FUNDING THE RESEARCH?

This research is solely conducted by XXX, a MRes student in the Business School at the University of Edinburgh, under the supervision of XXX. The TEAM interview will be carried out by XXX, or under supervision when necessary. This research project is not funded.

WHO HAS APPROVED THIS PROJECT?

This research project has been approved through the ethical review process in the School of Social and Political Sciences at the University of Edinburgh.

CONTACT FOR FURTHER INFORMATION

If you have any further questions about this project, please contact the lead researchers:

If you have any concerns about the way in which the project has been conducted, or you wish to make a complaint, you can contact the Deputy Director of Research (Ethics and Integrity) in the School of Social and Political Sciences:

*Deputy Director of Research (Ethics and Integrity)
School of Social and Political Sciences
University of Edinburgh*

Edinburgh EH8 8LN
e-mail: ethics-ssps@ed.ac.uk

*For general information about how the University of Edinburgh looks after research data go to:
<https://www.ed.ac.uk/records-management/privacy-notice-research>*

If you have any queries about how the project data is managed, you can contact the University Data Protection Officer, Dr Rena Gertz, at dpo@ed.ac.uk. See <https://www.ed.ac.uk/records-management/about/data-protection-officer>

THANK YOU

Thank you for taking time to read this Participant Information Sheet.

DATE

24 October 2021