

## Participant Information Sheet (EXAMPLE)

01/09/2025

You are being invited to participate in a research study titled 'Catchy Title of Research Project'. This study is being conducted as part of a Master's thesis project by Jane Doe] from TU Delft, as part of an internship at Acme Corporation.

The purpose of this research study is to investigate topic X: to do so, we are asking experts on topic X to take part in semi-structured interviews. The interview will last approximately 1 hour and will involve questions about your occupation, as well as your opinion on topic X, topic Y, and topic Z.

The interview will take place in person, and will be audio-recorded. The recording will be used to create an anonymous transcript that will contribute to an anonymised and aggregated dataset, which will be used for analysis for the Master's thesis of Jane Doe. The thesis will be made publicly available in the TU Delft Repository. Additionally, the aggregated dataset will be deposited in an online research data repository with public access.

To the best of our ability, your answers in this study will remain confidential. We will minimize any risks to your professional reputation resulting from potential re-identification by storing your personal data, including your name, contact information, and the audio-recording of the interview securely using institutional storage provided by TU Delft. Only the Master's student and their supervisors have access to this storage. Your personal information will be destroyed at the end of the research project in May 2026. The internship company, Acme Corporation, will at no point have access to your personal information: only anonymous data will be shared with them at the end of the project.

Your participation in this study is entirely voluntary and **you can withdraw at any time**. You are free to omit any questions during the interview. After the interview recording has been transcribed, you will be asked to review the transcript before it is finalised and fully anonymised. If you wish to withdraw from the study after the interview has taken place, you can do so until the transcript has been approved and anonymised. After anonymisation, it is no longer possible to remove your research data from the dataset.

For questions about the research project, please reach out to the Corresponding Researcher:

Jane J. Doe  
Master's student  
[j.j.doe@tudelft.student.nl](mailto:j.j.doe@tudelft.student.nl)

If you wish to report a complaint regarding the research project, please contact the Responsible Researcher:

Prof. Richard R. Roe  
Supervisor  
[r.r.roe@tudelft.nl](mailto:r.r.roe@tudelft.nl)

## Informed Consent Form (EXAMPLE)

PLEASE TICK THE APPROPRIATE BOXES	Yes	No
<b>A: GENERAL AGREEMENT – RESEARCH GOALS, PARTICIPANT TASKS AND VOLUNTARY PARTICIPATION</b>		
1. I have read and understood the study information dated <i>01/09/2025</i> , or it has been read to me. I have been able to ask questions about the study and my questions have been answered to my satisfaction.	<input type="checkbox"/>	<input type="checkbox"/>
XX. I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions and I can withdraw from the study at any time, without having to give a reason.	<input type="checkbox"/>	<input type="checkbox"/>
XX. I understand that taking part in the study involves an in-person <i>interview</i> that will be <i>recorded</i> using a <i>digital audio recorder</i> , and <i>that the researcher will take written notes during the interview</i> .	<input type="checkbox"/>	<input type="checkbox"/>
XX. I understand that the study will end in <i>May 2026</i> .		
<b>B: POTENTIAL RISKS OF PARTICIPATING (INCLUDING DATA PROTECTION)</b>		
XX. I understand that taking part in the study also involves collecting specific personally identifiable information (PII) in the form of <i>name</i> , <i>email address</i> , <i>company name</i> , and associated personally identifiable research data (PIRD) in the form of <i>job title</i> , <i>expert opinion on topic if research</i> , with potential risk <i>to my professional reputation</i> if my identity is revealed.	<input type="checkbox"/>	<input type="checkbox"/>
XX. I understand that the following steps will be taken to minimise the threat of a data breach, and protect my identity in the event of such a breach: <i>personal information and research data will be stored securely with limited access only to the Master's student and supervisors; audio-recordings will be destroyed after transcription; interview transcripts and resulting aggregated datasets are anonymised</i> .	<input type="checkbox"/>	<input type="checkbox"/>
XX. I understand that <i>any risks to my professional reputation will also be mitigated by the procedure of me reviewing the de-identified transcript is before it is finalised and used for the anonymous and aggregated dataset</i> .	<input type="checkbox"/>	<input type="checkbox"/>
XX. I understand that personal information collected about me that can identify me, such as my <i>name</i> , my <i>e-mail address</i> , and <i>the company where I work</i> , will not be shared beyond the study team.	<input type="checkbox"/>	<input type="checkbox"/>
XX. I understand that the (identifiable) personal data I provide will be destroyed <i>at the end of the research project</i> .	<input type="checkbox"/>	<input type="checkbox"/>
<b>C: RESEARCH PUBLICATION, DISSEMINATION AND APPLICATION</b>		
XX. I understand that after the research study the de-identified information I provide will be used in <i>the body and appendix</i> of the <i>Master's thesis of Jane Doe</i> , which <i>will be made publicly available in the TU Delft Repository</i> .	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE TICK THE APPROPRIATE BOXES	Yes	No
XX. I agree that my responses, views or other input can be quoted anonymously in research outputs.	<input type="checkbox"/>	<input type="checkbox"/>
<b>D: (LONGTERM) DATA STORAGE, ACCESS AND REUSE</b>		
XX. I give permission for the de-identified <b>interview responses</b> that I provide to be archived as part of <b>an anonymous and aggregated dataset</b> the <b>4TU.ResearchData repository</b> so it can be used for future research and learning.	<input type="checkbox"/>	<input type="checkbox"/>
XX. I understand that access to this repository is <b>open</b> and <b>that the dataset will be publicly accessible</b> .	<input type="checkbox"/>	<input type="checkbox"/>

### Signatures

\_\_\_\_\_  
Name of participant [printed]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*I, as researcher, have accurately read out the information sheet to the potential participant and, to the best of my ability, ensured that the participant understands to what they are freely consenting.*

\_\_\_\_\_  
Researcher name [printed]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Study contact details for further information:

*Jane J. Doe*

*+31 (0) 6 012 345*

*[j.j.doe@tudelft.student.nl](mailto:j.j.doe@tudelft.student.nl)*