*School*

*University*

*Address*

**[NOTE TO RESEARCHER: Complete the red text prompts as appropriate.** ***Provide information for each section as described in the blue guidance information (blue italics).*** Keep the written black text or only amend as appropriate/if indicated as optional. **All final text should be in black and non-italicised.**

**Participant Information sheet**

*Title of project/study*

*Worktribe ethics application ID [delete if not applicable]*

**Principal investigator:** *Your name*

**Co-investigators:** *Their name(s), institute(s)**[including all involved members of the research team; delete if not applicable]*

**Supervisor:** *Supervisor’s name**[if researcher is a student; delete if not applicable]*

We would like to invite you to take part in a research study. Before you decide whether to take part, it is important for you to understand why the research is being done and what it will involve. Please take some time to read the following information carefully, and please retain this copy for your personal records. Please ask if anything requires further clarification.

### What is the purpose of the study?

*[Give a brief description of the background and rationale of the study, e.g. what you want to achieve, what kind of information you want to gather, what hypothesis you want to test etc. Use language which can be understood by your target participants.]*

### Why have I been invited to take part?

[Give a short explanation why your participants have been selected. Please refer to the inclusion criteria as outlined in your ethics application.]

### Do I have to take part?

### Participation in this research study is completely voluntary. This participant information sheet has been produced to help you decide if you would like to take part in this study. It is up to you (and you alone) to decide whether you wish to take part. If you do decide to participate, you will be free to withdraw from the study at any time without giving a reason, and with no detriment to you.

### [Delete the following if not applicable, e.g. due to anonymous data collection] If you also decide you no longer want your contribution to be included in this research and associated publications, you will able to withdraw your data until [Describe here the options that will be available to the participant if they wish to withdraw their data from the study before analysis/disseminating. e.g. before a DATE or WITHIN TIMESCALE e.g. 1 MONTH FROM THE DATE THE DATA IS OBTAINED”]. After this point in time, it may not be possible to delete existing information about you where it is already being processed or published as part of the research data and removing the information would affect the integrity of the research already undertaken.

### How do I give my consent to participate in the study?

It is important that you give your informed consent if you decide to take part in this study, and you will have the opportunity to ask any questions in relation to the research before you provide your consent. If you are happy to participate in the study, you will be asked to complete and sign a consent form. You will be issued with a signed copy of the consent form to retain for your personal records. [Replace with a different procedure for obtaining consent if applicable]

### What does taking part involve?

[Describe (clearly and concisely) what you want participants to do. What data will you be collecting (e.g. opinions on ‘x’ topic) and using which data collection method? Will there be questionnaires/interviews/focus groups? How long will these take to complete? If there is more than one stage in the study, how long will participants be involved in the study (give start and end dates where possible)? Where and when will the activities take place? (e.g. in your laboratory; online; at public place of the participants choosing etc.; you could provide a time range (e.g. during MONTH) or state “A date to be agreed with you”). Mention if identifiable data will be collected e.g. through interview responses, photographs, audio or video recording (NB: MS Teams is the only online platform supported by the UoA for recording) and ensure that you obtain explicit consent for this in the associated consent form. Mention here if there will be e.g. financial compensation for taking part e.g. prize draw, value of gift voucher, reimbursement of travelling expenses, etc and what will happen re. payment if the participant only completes part of the tasks involved.]

### Are there any risks associated with taking part?

[Explain what the risks (if any) are to participants from taking part in the study (e.g. inconvenience, emotional distress), or confirm if none are expected. If you intend to ask questions that may cause distress, you will warn participants in advance and give them some indication here of the nature of these questions. Explain how you will mitigate these risks, and if appropriate, details of any support resources. Remind participants of their right to withdraw their participation, e.g. they can refuse to answer particular questions or ask for the interview to be terminated.]

### Are there any benefits associated with taking part?

[Describe any benefits of taking part. Often there may not be any direct benefit to participants however it is helpful for participants to know if the study may benefit other individuals in future, e.g. through improved understanding of an issue or improvements to a service or practice.]

### What will happen to my data?

[List who will have access to the raw data (and explain what type of data will be collected – video/audio/text?) and identity of participants (this would usually only be the research team, but could also include data sharing agreements with partner organisations, or e.g. a third party supplier for transcribing recordings – check your obligations with [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk) if you plan to share the data beyond the research team). State if data will be:

(1) stored in a fully identifiable form (meaning the participants will be identifiable) and will be accessible only to the researcher/research team/supervisor, or

(2) stored in an anonymised form (meaning the identifying features of the data will be edited/deleted to ensure that no-one, including the researcher/research team/supervisor, could use any reasonably available means to identify participants from the data) and explain how and when the anonymisation will occur or

(3) stored in a pseudonymised (meaning the data will be edited so that the participants are referred to only by a unique reference e.g. code number, and the original data will be either deleted or remain accessible only to the researcher/research team/supervisor. The key linking the identifier to the original name must be kept in a secure location (different to the location of the original data, like a different folder on the shared drive) and only the researcher/research team/supervisor will have access to it and be able to reconnect the participant data at a later date – the key should be destroyed at the earliest opportunity (i.e. when it is no longer required)]

All data generated by the study will be stored in research specific drives on secure servers of the University of Aberdeen and only accessed or transported by encrypted and password-protected devices. It will be retained in accordance with the University of Aberdeen Research Data Management Policy for *5* years after the project end date and thereafter permanently deleted in accordance with University IT data security procedures [amend number of years if your project requires a longer retention period, e.g. due to funder requirements. Also add here if you plan to upload the anonymised data to a data repository accessible by others]. You can also consult the University’s Privacy Notice for Research Participants for further information on how we manage your data - https://www.abdn.ac.uk/about/privacy/research-participants-938.php. [Delete the following if not applicable]Your data may be stored and processed outwith the UK. No matter its physical location, the storage and useage of your personal data will be treated as if it were stored within the UK; University requirements and the provisions of the data protection laws will apply at all times. *[Before transferring any data outside the UK make sure you are aware of and abide by* [*University guidelines and policy*](https://www.abdn.ac.uk/staffnet/governance/data-protection-6958.php#panel8629) *plus relevant legislation. Data being taken into the UK from other countries will need to be processed in-line with the UK Data Protection Act 2018. If you require further information or guidance, contact dpa@abdn.ac.uk]*

**Will my participation be confidential?**

The data you provide will be analysed and may be used in publications and other scholarly means of disseminating the findings from the research project, but this will be done in such a way that your identity is not disclosed *[If partipants might be quoted, add “unless explicit consent has been given to publish it in a fully identifiable form” and include an appropriate statement in your consent form].*

**How will I find out about the results of the study?**

[Describe when and how you expect the results of the study to be available to participants e.g. via an event, webpages, emailed summary or published in an open access publication.]

### Who is funding and/or sponsoring the study?

*[Please name any funders of your project or organisations that are sponsoring/requested the research.]*

### Who has reviewed the study?

The research has been approved by the Committee for Research Ethics and Governance in Arts, Social Sciences & Business, University of Aberdeen on the *Day Month Year [To be added after ethical approval has been given]*.

### Contact Details

If you have any general queries, require further information about the study or would like to withdraw your consent to participate, please contact the principal researcher:

**Name:** *Your name*

**E-mail:** *Your abdn.ac.uk e-mail.*

**Telephone:** *Number* *[If applicable. Wherever possible use an* ***office*** *phone number, not a private and/or mobile phone number. The University does not support the use of messaging services (e.g. WhatsApp) as security and privacy are not guaranteed.]*

If you have any concerns about the way in which the study has been conducted, you can contact the Chair of the Committee for Research Ethics & Governance in Arts, Social Sciences & Business:

**Name:** Dr Elizabeth Curtis

**E-mail:** ([elizabeth.curtis@abdn.ac.uk](mailto:elizabeth.curtis@abdn.ac.uk))

### Thank you for considering taking part in this study.