**[Address of School/Department]**

**[School/department phone number]**

**[School/department email address]**

**[A standard School or Department letterhead can be used]**

**PARTICIPANT INFORMATION SHEET**

[Title of project]

Principal Investigator(s): [Names]

Other researchers: [Names. Include affiliation if not University of Aberdeen.]

Supervisor(s) [for students]: [Names]

I am/we are [Give your name and position: e.g., an academic in the Department of X, or a PhD student in the Department of Y]. I/we would like to invite you to consider participating in the research project [title]. Below is some information about the project, to help you decide whether you would like to take part.

**Participation in the research project is completely voluntary. You can withdraw from the project at any time, without having to give a reason.**

# AIMS

The aim of the project is to [Give a brief description of what you want to achieve: what kind of information you want to gather, what hypothesis you want to test, etc. Don’t be too technical. Say what you expect the outcome of the research and the research outputs to be (e.g., a follow-up study, a dissertation, publications, etc.). If your project forms part of a larger programme of research, explain this.]

# WhO can take part

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

# WHAT YOU WILL BE ASKED TO DO

[Describe what you want the participants to do. Give a start and an end date, and say how much time it will take. Say where these activities will take place (e.g. in your laboratory; at a place of the participant’s choosing). Explain how participants can withdraw from actively participating, or, if applicable, withdraw their data after participating.]

# RISKS

[Explain what the risks (if any) are to participants from taking part in the research. If you intend to ask questions that may cause distress, you would warn participants in advance and give them some indication of the nature of these questions. Explain how you will mitigate these risks. If appropriate, remind participants of their right to withdraw or stop participation; e.g. they can refuse to answer a particular question or ask for an interview to be terminated.]

# DATA MANAGEMENT AND STORAGE

Data will managed in line with all relevant University policies including the Data Protection Policy, Information Security Policy, and Research Data Management Policy and Guidance. [Staff and PGR students should store their research data on project-specific drives managed by the University of Aberdeen, and should be retained for a minimum of 5 years after project end date. The period of data storage must be either guided by any funder requirements, or in line with pages 7 – 9 of the [University of Aberdeen Records Retention Schedule: (abdn.ac.uk)](https://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/2014_Reviewed_DO-NOT-DESTROY-MASTER_AU-Retention-Schedule.pdf). UG and PGT students should store research data on the H or OneDrive linked to their University IT account. Say that appropriately anonymised data may be stored on a University repository. Be aware that prior to sharing data (personal or otherwise) with a third-party supplier (e.g. a transcription service), the University is required to assess whether the supplier offers suitable safeguards for handling the data. If you plan to share University data with a third party, either directly or via the University network (e.g. data stored in any University system), you must consider whether a Supplier Cyber and Data Assessment (SCDA) is required. (NB: SCDAs are not only required for personal data, but for all University of Aberdeen data being shared with a third party, with the exception of other UK HEIs). More guidance can be found at [Toolkit | The University of Aberdeen (abdn.ac.uk)](https://www.abdn.ac.uk/toolkit/).]

# CONFIDENTIALITY AND ANONYMITY

The University’s Privacy Notice for Research Participants is available at <https://www.abdn.ac.uk/about/privacy/research-participants-938.php>

Raw data and the identity of participants will not be released to anyone outside the research team. [You must amend this statement if you plan to share data with a third party supplier, see DATA MANAGEMENT AND STORAGE guidance above.] The data you provide will be analysed and may be used in publications, dissertations, reports or presentations derived from the research project, but this will be done in such a way that your identity is not disclosed. [If applicable, explain any measures you will take to keep the identity of participants secret e.g. aggregating data, allowing participants to approve transcripts or direct quotes before you use them in any written reports, etc. If you will record or store the data anonymously – that is, without attaching it to the name of the participant who provided it – you should say so. If you plan to pseudonymise the data, this should be explained as well.]

# CONSENT

If you agree to take part in the research, you will be asked to indicate your consent by signing a Consent Form

# Outcome of 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.]

# SPONSORS

[List any organisations that are providing financial support for the research. If the research is being carried out at the request of, or for the benefit it, an organisation outside the University, you should say so, even if that organisation is not providing direct financial support.]

Thank you for considering taking part in this research.

If you have any questions about this research please contact:

[Name of researcher] [Work phone number] [Email address]

**[DELETE THE FOLLOWING SECTIONS AS APPROPRIATE]**

**[For Staff/PGR research projects only]** For any queries regarding ethical concerns you may contact the Convener of the Physical Sciences & Engineering Ethics Board at the University of Aberdeen:

Email: copsethics@abdn.ac.uk

This research project was approved by the Physical Sciences & Engineering Ethics Board on [Date].

**[For UG/PGT research projects only]** For any queries regarding ethical concerns you may contact the Course/Programme Coordinator at the University of Aberdeen:

Email: [Course/Programme Coordinator email address]

This research project was approved by the School of [School name] on [Date].