## EXAMPLE PARTICIPANT INFORMATION SHEET

## PROJECT TITLE

Give the title of your project here.

**INVITATION**

You are being asked to take part in a research study on…

*(Describe the general research aim(s), say who you are, and who is supervising the research [if anyone else], the university affiliation and, once approval has been obtained, that the project has been approved by the Divinity School Research Ethics Committee)*

**WHAT WILL HAPPEN**

In this study, you will be asked to…

(*To the extent that it is possible, and in light of your research aims and subject to ethical approval, provide a complete explanation of the procedures; this explanation must be sufficiently detailed to ensure that participants can provide “informed” consent; if you cannot fully inform participants (again, subject to ethical approval), you must provide a complete debriefing to participants at the earliest point possible following their participation*)

**TIME COMMITMENT**

The study typically takes X minutes (per session) across X sessions.

*(Let participants know how long the study is expected to last and, if applicable, the number of sessions)*

**PARTICIPANTS’ RIGHTS**

You may decide to stop being a part of the research study at any time without explanation. You have the right to ask that any data you have supplied to that point be withdrawn/destroyed. You will still be paid for your contribution *(or as appropriate, e.g., “and without penalty”).*

You have the right to omit or refuse to answer or respond to any question that is asked of you *(as appropriate, “and without penalty”)*.

You have the right to have your questions about the procedures answered (unless answering these questions would interfere with the study’s outcome). If you have any questions as a result of reading this information sheet, you should ask the researcher before the study begins.

**BENEFITS AND RISKS**

There are no known benefits or risks for you in this study.

*(Or as appropriate)*

**COST, REIMBURSEMENT AND COMPENSATION**

Your participation in this study is voluntary. / You will receive … in return for your participation. *(payment, credit, other, as appropriate)*.

**CONFIDENTIALITY/ANONYMITY**

The data we collect do not contain any personal information about you except… *(describe as appropriate)*./ No one will link the data you provided to the identifying information you supplied (e.g., name, address, email). *(as appropriate)*

*(Also say something about how the data will be stored, who will have access to it, for how long it will be retained, and how it will be destroyed. Indicate your intentions regarding use of the data, e.g., presentation at conferences, publication, etc. In doing so, make clear the extent to which individual participants will or will not be identifiable, as appropriate)*

**FOR FURTHER INFORMATION**

(Supervisor’s/PI’s name) will be glad to answer your questions about this study at any time. You may contact him/her at …. *(provide at least two ways to contact the supervisor/PI, e.g., email, phone, physical address)*

If you want to find out about the final results of this study, you should… *(procedure)*.

If you are collecting identifying information as part of (or in the process of) your research, written consent must be obtained **from participants**. **In other words, if participants are not completely anonymised, you will need to document their consent.** From University of Edinburgh guidelines concerning [Research and the Data Protection Act](http://www.recordsmanagement.ed.ac.uk/InfoStaff/DPstaff/DP_Research/ResearchAndDPA.htm)**:**

*The data is only completely anonymised if it is impossible to identify the individuals from that information plus any other information that the University holds or is likely to hold. For example if you anonymise a list of patients by giving each patient a number and then keep a separate list of the numbers and the names of the patients to which they refer, the data is not completely anonymised and would still qualify as personal data under the Act. If you do not keep a “key” to the identities of the patients and it is not possible for the patients to be identified from any other information, for example sick leave data, that the University holds, or is likely to hold, then the data is completely anonymised.*

## EXAMPLE INFORMED CONSENT FORM

## PROJECT TITLE

PROJECT SUMMARY

By signing below, you are agreeing that: (1) you have read and understood the Participant Information Sheet, (2) questions about your participation in this study have been answered satisfactorily, (3) you are aware of the potential risks (if any), and (4) you are taking part in this research study voluntarily (without coercion).

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Participant’s Name (Printed)\*

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Participant’s signature\* Date

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Name of person obtaining consent (Printed) Signature of person obtaining consent

\**Participants wishing to preserve some degree of anonymity may use their initials (from the British Psychological Society Guidelines for Minimal Standards of Ethical Approval in Psychological Research)*