Here is an outline of the information you should consider including on an ‘Information Sheet’. This template is not prescriptive and it is provided to act only as a guide for your research project requirements.

### Information Sheet

Research project title:
Research investigator:
Address & contact details of research investigator:

Other Researchers may be involved in this project: Their names and roles are;

### About the Project

- Provide a paragraph to describe the research project and why it is being done.
- Include the principle aim of the research project

### Who is responsible for the data collected in this study?

- Name the researcher and what role they hold.
- Outline who else will be working on this research.
- Describe what data is being collected and what methods are being used for collecting this information.
- Describe how the data will be stored, how long it will be stored for and how the data will be disposed of.
- Outline how the data will not be shared with other organisations.
- Mention that the research was reviewed and passed by the School of GeoScience Ethic Committee on (date).

### What is involved in the study?

On (date or dates) describe what action you will be taking to collect the data and any associated follow up actions you need to make the person aware of if required such as feedback questionnaires. Describe how long any follow up action will take and how this information will be collected and how the person can opt out of this.

### What are the risks involved in this study?


As far as possible your contribution will be kept confidential. Provide information on how they will be given the opportunity to remove any information or images and at what stage.

**What are the benefits for taking part in this study?**

Describe the benefits, if any, and how people can find out about the final results.

**What are your rights as a participant?**

Taking part in the study is voluntary. You may choose not to take part or subsequently cease participation at any time.

**Will I receive any payment or monetary benefits?**

You will receive no payment for your participation. The data will not be used by any member of the project team for commercial purposes. Therefore you should not expect any royalties or payments from the research project in the future.

**For more information**

This research has been reviewed and approved by the Edinburgh University Research Ethics Board. If you have any further questions or concerns about this study, please contact:

- Name of researcher
- Full address
- Tel:
- E-mail:

You can also contact (Researchers name) supervisor:

- Name of researcher
- Full address
- Tel:
- E-mail:

**What if I have concerns about this research?**

If you are worried about this research, or if you are concerned about how it is being conducted, you can contact the Chair of the GeoScience Ethics Committee, University of Edinburgh, Drummond St, Edinburgh, EH8 9XP (or email at ethics@geos.ed.ac.uk).

Add names of any associated funding bodies and their logos