

**PARTICIPANT INFORMATION SHEET**

You are being invited to take part in research on [research topic]. [Name and position] at the University of Edinburgh is leading this research. Before deciding to participate, it is important that you understand the nature of the research, why it is being conducted, and what it will involve. Please take the time to read the following information carefully.

**Study Title: ­­­­­­­**

**Purpose of the Study:**

The purpose of the study is to [summarise research focus and aims].

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

You are invited to participate in this study because you [give reasons for contacting the individual].

**Do I have to take part?**

No – it is entirely up to you. If you do decide to take part, please keep this Participant Information Sheet and complete the Participant Consent Form to show that you understand your rights in relation to the research, and that you are happy to participate. If you do decide to take part you are still free to withdraw at any time and without giving a reason, with no detriment to you.

**What will happen if I decide to take part?**

You will be asked a number of questions regarding [briefly describe the kinds of data you will require]. The questionnaire/interview/focus group [delete as appropriate] will take place in a safe environment at a time that is convenient to you [edit as appropriate]. Ideally, we would like to audio record your responses (and will require your consent for this), so the location should be in a fairly quiet area. The questionnaire/interview/focus group [delete as appropriate] should take around [specify likely time duration] to complete.

**What are the possible benefits of taking part in this research?**

By sharing your experiences with us, you will be helping [name] and the University to better understand … [key research focus].

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

There are no significant risks associated with participation. [If there are any significant risks, these must be specified].

**What if I want to withdraw from the study?**

Agreeing to participate in this project does not oblige you to remain in the study nor have any further obligation to this study. If, at any stage, you no longer want to be part of the study, please inform the researcher [name, contact details]. You should note that your data may be used in the production of formal research outputs (e.g. journal articles, conference papers, theses and reports) prior to your withdrawal and so you are advised to contact the research team at the earliest opportunity should you wish to withdraw from the study. On specific request we will destroy all your identifiable answers, but we will need to use the data collected prior to your withdrawal, and to maintain our records of your consenting participation.

**Data Protection and Confidentiality**

Your data will be processed in accordance with Data Protection Law. All information collected about you will be kept strictly confidential. Unless they are anonymised in our records, your data will be referred to by a unique participant number rather than by name [amend as appropriate]. If you consent to being audio recorded, all recordings will be destroyed once they have been transcribed. Your data will only be viewed by the researcher/research team. [if the data are to be shared with 3rd parties, you must declare this here and name the parties concerned.] All electronic data will be stored on a password-protected computer file and all paper records will be stored in a locked filing cabinet. Your consent information will be kept separately from your responses in order to minimise risk.

**What will happen with the results of this study?**

The results of this study may be summarised in published articles, reports and presentations. Quotes or key findings will always be made anonymous in any formal outputs unless we have your prior and explicit written permission to attribute them to you by name. Information may also be kept for future research [delete or edit if not applicable]

**Whom can I contact?**

If you have any further questions about the study, please contact the lead researcher, [name, contact details].

For general information about how we use your data go to:

https://www.ed.ac.uk/records-management/privacy-notice-research

Questions, comments and requests about your personal data can also be sent to the University Data Protection Officer at dpo@ed.ac.uk.

If you have any questions about what you’ve just read, please feel free to ask them now.

Thank you for your help! Now please complete the consent form on the next page.