*This document is also available in Welsh*

# Participant Information Sheet

The informed consent process requires that prospective participants are provided with as much information as possible about a research project in order that they and / or their legal guardians / advocates can make an “informed decision” about whether or not they want to take part in the project. The information sheet should be written in lay language and reflect the nature of the research study. The below sections are what the University recommends be included as part of the participant information sheet. Appendix 1 includes further optional statements which apply only to specific studies. Please read these carefully and add any that are appropriate to your research project. Appendix 2 includes the University Privacy Notice which should be included and presented to all participants. Delete sections as appropriate before submitting your application.

**Version Number and Date:**

All information sheets should have a version number and date is recorded as a way of determining which version of the documentation participants have received should any queries arise.

**Research Study Title:**

This should be easily understood by a lay reader.

**Invitation and Brief Summary**

Researchers should introduce themselves here and provide potential participants with a brief summary of the project be careful to make sure that it does not sound as if they are being pressured or coerced. For example:

*My name is [insert name] and this research forms part of my [research study/ PhD/ Masters] at Wrexham University. You are being invited to participant in a research study. Before you agree to do so, it is important that you understand the purpose and nature of the research and what your participation will involve, if you agree. Please read the following information carefully and feel free to ask us if you would like more information or if there is anything you do not understand. Contact details are given at the end of this information sheet.*

[If an external organisation is funding the study, or you are collaborating with an organisation/ institution list this information here]

**Purpose of the Study**

In lay terms described why the research is being conducted, outline the background to the project, the main aims, and objectives. Any technical terms or acronyms should be defined.

If your research includes methods of deception and it is not appropriate to inform participants of the purpose of the research at this stage - for example in the case where this may affect the behaviour of participants - please ensure that participants are fully debriefed at the end of the research.

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

Briefly explain the reasons why and how you have chosen to invite participants.

List your exclusion and inclusion criteria if appropriate.

**Do I have to take part?**

It should be made clear that participation is voluntary and that participants are free to withdraw their participation at any time, without explanation, and without incurring a disadvantage. For example;

*Participation is entirely voluntary. It is up to you to decide whether to take part. If you do agree to take part, you will be asked to sign a consent form. If you agree to take part, you may still withdraw at any time, without giving a reason. If that happens, please note that you will not be able to withdraw your data after it has been anonymised* ***[provide time frame of anonymisation****].*

**What will taking part involve?**

In lay language describe what you will be asking participants to do. You should consider the following.

* What methods are being used.
* Where with participation will take place [if online list the platforms that will be used].
* What is the duration/ frequency of the research.
* Who will be conducting the research.
* What are the participants responsibilities.

**What are the potential risks and benefits to taking part?**

Here you should explain whether there are any perceived risks involved to the participant or to others. You should consider, sensitivity and distress, identification of a medical condition, physical pain, or discomfort, financial or legal concerns. You should provide participants with sufficient information to determine their decision, if you believe your research could identify risks you should provide details of any advice, resources, or support services.

Any benefits (at the time of participation or in the future) should be explained. If there is no intended benefit this should be made clear.

**Will my participation be confidential?**

Confidentiality and anonymity are paramount where conducting research, you should state that all information will be kept strictly confidential and explain what measures will be taken to ensure this. If there are potentiality limits to confidentiality this should be explained and detailed in the consent from. Recommended text

*All information about you collected during the study will be kept strictly confidential and stored securely in accordance with the Data Protection Act. The only people who will know about you are the researcher, and [others? E.g. my Principal Supervisor/Project Tutor. Other people involved in the research e.g. NHS collaborators?].*

**How will my data be used?**

You should inform participants how their data will be used. If the results are to be published, detail how and where they will be accessible. If you plan to make the results available to participants detail this process. Tell participants that they will not be identifiable from the results unless they have consented to being so.

The following text and table should be included on all participant information sheets:

*Wrexham University is the data controller under data protection legislation. This means that the University is responsible for how your personal data is used and for responding to any requests from you in relation to your personal data.*

|  |  |
| --- | --- |
| Where will my data be stored? |  |
| How long will my data be stored for? |  |
| Will my data be anonymised? |  |
| How will my data be used? |  |
| Who will have access to my data? |  |
| Will my data be archived for use in other research projects in the future? |  |
| How will my data be destroyed? |  |

**What will happen if I want to stop taking part?**

Participants should be informed that they can withdraw their participation during or after the research, without explanation. Provide details of how participants can withdraw their information, explain the process, if there are any limitations (for example if the data has been fully anonymised), and any time frames. For example.

*You can withdraw at any stage of the online questionnaire by closing the browser, any data collected up until that point will not be included in any analysis or future publication.*

*You can withdraw participation at any time without disadvantage or explanation. If you change your mind you can contact the researcher up to [time frame] before the data has become fully anonymised.*

**What if I am unhappy or if there is a problem?**

All complaints should be handled through the University’s Research Ethics Committee. You should use something similar to the following to explain how complaints will be handled:

*If you are unhappy, or if there is a problem, please feel free to let us know by contacting [Staff Researcher/ Supervisors name and number] and we will try to help. If you remain unhappy or have a complaint which you feel you cannot come to us with then you should contact the Research Ethics Committee at* rescadmin@glyndwr.ac.uk*. When contacting the Research Ethics Committee please provide details of the name or description of the study (so that it can be identified), the researcher(s) involved, and the details of the complaint you wish to make.*

**Contact for further information**

*If anything is not clear, or if you want more information, please do contact me:*

[Personal email addresses and phone numbers should not be included; student researchers should include the contact details of the lead supervisor].

**Principle Investigator/ Supervisor Student Investigator**

**Email Email**

**Telephone Number**

# Appendix 1 - Optional sections to include as appropriate

**Questions to include if the research involves producing recorded media**

You need to obtain the participant’s permission to record their activities on audio or visual media.

You must ensure that there is a clear understanding as to how these recorded media will be used. Audio and visual data should be stored secularly and disposed of appropriately and timely. If the audio or visual data is to be presented publicly, deposited or archived, specific consent should be obtained.

**Expenses and Payment**

Detail any expenses, reimbursement or participant payment that might be available. You should explain the process of receiving this payment and in what form, i.e., cash, bank transfer, voucher.

**Welsh Language**

If you are collecting research data in Wales, Staff and PGR students should provide the option of participants being able to complete in the research in Welsh. Researchers should include what Welsh language provision is available for participants in the information sheet.

**Disclosure Barring Service check (DBS)**

If your research involves people who may be vulnerable you may need to obtain a Disclosure Barring Service (DBS) check. You may therefore want to make a short statement to explain that the researchers involved have obtained a DBS check and that research participants may request evidence of the DBS from the Principal Investigator.

**Disclosure of criminal activity**

 If you are conducting research where you may collect information with the potential of disclosure of criminal activity or serious harm to self or others, you should inform participant that confidentiality may not always be assured.

**Transferring personal data outside the EU**

If you are planning to transfer any personal data outside the European Union, you need to explain how this will be conducted, what safeguards will be in place and why this is necessary. Specific consent should be obtained to transfer any personal data outside the EU.

**Health, educational or diagnostic related findings in research**

Some studies involving health, psychological measures or educational development may involve the collection of data which can reveal significant unexpected findings or abnormalities, which require medical follow-up, for further investigation.

If your research involves potential health findings you should explain to participants that the data is being collected for research purposes. You should explain the procedure in the event that a significant health related abnormality is found, including whether you will send a report to the participant’s GP. It should be emphasised that participation in the study is not a substitute for a ‘health check’.