

Participant information Sheet

Study Title:

We would like to invite you to take part in our research study called **[Insert study title]**. Before you decide if you want to take part, it is important that you understand what the research is about and what it would involve for you.

Please read the following information, and discuss it with others if you wish. If you would like any more information or if anything is unclear, please contact us:

Name: **[Principal Investigator Name]**

Email: xxxxxxxxx

Telephone Number: xxxxxxxxx

Name: **[Co-Investigator Name]**

(Research Assistant)

Email: xxxxxx

Telephone Number: xxxxxxxxx

What is the study about?

- Include
 - study title
 - timescale of project
 - outline of project goals.

Who will conduct the research?

- Include:
 - Details of researcher, research group or research team
 - Details of the School / Service affiliation of the researcher, research group or research team
 - Name of the lead/principal researcher
 - Names and roles of the other members of the team.

Why have I been invited to take part?

- Include the criteria used for participant recruitment.

What would I be asked to do if I took part?

- If you decide to take part in the research, you would be asked to:
 - Include detail of the type of participation involved [e.g. telephone interview / one to one interview / group or individual activity, etc.].

- Include detail of how the researcher / research group / research team will contact participants and arrange their participation
- Detail of the times of day and days of the week on which the participation activity would take place.
- Indicate the location / venue where the participation activity is planned to take place, and where appropriate offer the participants an opportunity to declare a preference [e.g. the participants' place of business / remote interview via skype / via email / on the university premises]
- Express a timescale for the expected duration of the activity

What sorts of questions would I be asked?

- Clarify the scope and type of the questions participants may be asked.

Would the interviews be recorded?

- We would like to record the [interviews/activity] using:
 - Specify method of recording
 - Indicate why the researcher / research group / research team would like to record the activity [e.g. 'so that the information we collect is as accurate as possible']
 - Confirm that permission of the participant will be sought beforehand on the consent form.
 - If the researcher / research group / research team intend to use direct quotations, confirm that permission of the participant would be sought and that quotations would be anonymised, so that they and/or their business/organisation could not be recognised in any publications.

Do I have to take part?

- Clarify
 - taking part in the research is entirely voluntary.
 - participants who agree to take part will be asked to sign a consent form.

Can I change my mind about participating in the research?

- Clarify:
 - participants are free to change their mind about participating in the research at any time,
 - participants can withdraw without giving a reason
 - participants would not be asked to explain their decision to withdraw.
 - if withdrawal **after** the research activity has taken place will make it impossible to extract and destroy data that has already been processed, and / or clarify the timeframe within which withdrawal of participation **after** the research activity has taken place should be communicated to allow for individual participant data to be extract and destroyed.

Would my taking part in the research be kept confidential?

- Consider a statement such as:

‘All information which is collected about you or your business/organisation during the course of the research would be kept strictly confidential, and any information about you or your business/organisation which leaves Southampton Solent University would have your name and address and business/organisation name and address removed so that you or your business/organisation could not be recognised.’

‘It would also not be possible to identify you or your business/organisation from any published material arising from the study.’

‘You would be asked to sign a consent form which clearly states this.’

We would ask for your permission to use direct quotations (which would be anonymised, so that you or your business/organisation could not be recognised) in any publications. We would ask for your permission to do this beforehand on the consent form.’

‘During the research, data will only be accessed by researchers from Southampton Solent University. After the study is finished, the data collected will be:

- Clarify whether the data will be destroyed, or if stored, how security of the data will be ensured.’

What would happen to the data collected?

- Clarify how the results of the research will be communicated, e.g.
 - Published in academic journals and books
 - Presented at academic conferences
 - Disseminated to third parties, including policy makers such as [e.g. Southampton City Council, sector / subject groups, etc.]
- Confirm the participant and / or their business/organisation would not be identified in any report/publication **unless** they have given express consent for this to happen.
- Clarify if the participants would be given the opportunity to review the results **before** they are published

What would be the benefits of taking part in the research?

- Be explicit about the impact / benefit of the study to the participant.
- State explicitly if no direct impact / benefit will pertain to the participant and/or their business/organisation.
- Express any anticipated benefits that may indirectly affect the participant and / or their business/organisation through better understanding of the area of research study following the study.

Would I be paid for taking part in the research?

- Explain the parameters for any incentive to participate. Participants will not normally be paid to take part.

Has the study been subject to ethical review?

- State how the study has met the criteria laid out by the Southampton Solent University Ethics Policy and Procedures.

Who should I contact if I wish to make a complaint?

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please send your complaint to the person below who is a senior University official entirely independent of the study:

UG, PGT or PGR Student projects: Head of Student Achievement, Academic Services, Southampton Solent University, East Park Terrace, Southampton SO14 0YN; 02382 013200

Staff projects: Chair of the Research and Innovation Committee, Southampton Solent University, East Park Terrace, Southampton SO14 0YN; research.innovation@solent.ac.uk

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