**Guidance on Preparing a Participant Information SheET**

The following issues should be addressed where relevant. This could be, but does not have to be, in a question-answer format. Use a format that best meets the needs of your research participants but the list below summarises the areas that need to be addressed to ensure participants are appropriately informed. Plain easily understood language should be used with a minimum of technical or academic terms or jargon. Pay special attention to preparing material for children or adults with limited cognitive capacity. Further information on this can be obtained from <http://www.hra-decisiontools.org.uk/consent/>

**List of Contents Required:** (They do **not** have to be presented in this order as numbered questions rather this list provides a checklist of the material that is now required to be in a Participant Information Sheet or equivalent briefing under GDPR.

1. **Title of Project**
2. **Legal basis for research for studies**. Example Statement: The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of **public tasks that are in the public interest.** A full statement of your rights can be found at … (web link to privacy statement). However, all University research is reviewed to ensure that participants are treated appropriately and their rights respected. This study was approved by UREC with Converis number. Further information at <https://www.shu.ac.uk/research/ethics-integrity-and-practice>
3. **Opening statement:** Invitation and purpose of research [please will you take part in a study about ........]
4. **Why have you asked me to take part?** [Basis of selection of participants]
5. **Do I have to take part?** E.g. It is up to you to decide if you want to take part. A copy of the information provided here is yours to keep along with the consent form if you do decide to take part. You can still decide to withdraw at any time without giving a reason or you can decide not to answer a particular question.
6. **What will I be required to do?** [E.g. talk about experiences, audio/visual recordings etc.]
7. **Where will this take place?**
8. **How often will I have to take part, and for how long?** [E.g. initial interview; listening to tape/reading transcript, returning for second condition of an experiment].
9. **If deception is involved in the study** in terms of withholding information or supplying some degree of misinformation, participants need to be alerted to it if at all feasible, e.g. some information may be withheld initially but you will be fully informed after the experiment etc., and/or the researcher needs to consult with a relevant user group about the likely acceptability of the deception to research participants.
10. **Are there any possible risks or disadvantaged in taking part**. (Need to specify if there are any)
11. **What are the possible benefits of taking part?**
12. **When will I have the opportunity to discuss my participation?** [Debriefing essential if deception has occurred]. Should always try if possible to check for any unanticipated effects.
13. **Will anyone be able to connect me with what is recorded and reported?** [Statement of confidentiality, details of coding system to protect identity]
14. **Who will be responsible for all of the information when this study is over**?
15. **Who will have access to it?**
16. **What will happen to the information when this study is over?** [How long will raw data be kept for? Will it be passed on to other people or used in other studies?]
17. **How will you use what you find out?** [Report, publications, presentations]
18. **How long is the whole study likely to last?**
19. **How can I find out about the results of the study?**

Participants need to be given the opportunity to ask any further questions or seek clarification.

This information needs to be provided at the end.

Details of who to contact if you have any concerns or if adverse effects occur after the study are given below.

**Researcher/ Research Team Details:**

|  |  |
| --- | --- |
| **You should contact the Data Protection Officer if:*** you have a query about how your data is used by the University
* you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)
* you would like to complain about how the University has used your personal data

DPO@shu.ac.uk | **You should contact the Head of Research Ethics (Professor Ann Macaskill) if** * you have concerns with how the research was undertaken or how you were treated

a.macaskill@shu.ac.uk |
| Postal address: Sheffield Hallam University, Howard Street, Sheffield S1 1WBT Telephone: 0114 225 5555 |