

## INFORMATION SHEET OF PARTICIPANT

[Name of the Principal Researcher]

[Contact details of the Principal Researcher]

[Primary researcher contact details and status [e.g. PhD student]]

USJP telephone number: XXXXXX

USJP email address:

**[Research/Study Title]**

**1. Why is *this* research being conducted?**

*[Please state the background, purpose and aims of the research.]*

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

You have been invited because *[e.g. include age range and inclusion/exclusion criteria]*

**3. Do I have to take part?**

No. You can ask questions about the research before deciding whether or not to take part. If you do agree to take part, you may withdraw yourself from the study, without giving a reason, by advising me/us of this decision. [If applicable - The deadline by which you can withdraw any information you have contributed to the research is [insert deadline before publication/submission of thesis].

**4. What will happen to me if I take part in the research?**

*[This section details what will be involved in your research from a participant's point of view, and in the order they will experience it. If there are multiple study visits, describe them in turn. As a minimum you should include:]*

You will be invited to attend x sessions at [insert location] /**OR** You will be asked to complete x sessions online.

If you are happy to take part, I/we will ask you to sign a consent form. / **OR** give oral consent [only if applicable].

If you are happy to take part in the research, you will be interviewed/you will be asked to attend a single/multiple visit(s) *[delete as appropriate]* at [add anticipated location].

The interview/session should take approximately..... minutes/ hours. [For longer sessions: You will be offered regular breaks.] You can also ask to pause or stop the interview at any time.

*[Give details of any follow-up visits, with duration and frequencies].*

[If applicable:] With your consent, I/we would like to audio record you / video record you / take photographs of you [*delete as appropriate*] because...[give reasons why this is necessary here, e.g. for audio recording: so I/we can have an accurate record of your thoughts]

5. *Are there any potential risks in taking part?*

The following risks are involved in taking part...[address any risks to participants, e.g. breach of confidentiality, safety issues etc.]

To reduce any potential risks, [say what you will do].

6. *Are there any benefits in taking part?*

**Either:** The benefits of taking part are...

**Or:** There will be no direct or personal benefit to you from taking part in this research.

7. *[Optional] Expenses and payments*

**Either:** You will receive [x amount/voucher/gift] for [participation/reasonable travel costs/meals/child-care].

**Or:** There will be no payment for taking part in this study.

8. *What happens to the data provided?*

The information you provide during the study is the **research data**. Any research data from which you can be identified (please list here the personal data you are collecting from participants, e.g. name, date of birth, audio recording etc.) is known as **personal data**.

[If applicable to the study: This includes more sensitive categories of personal data such as your racial or ethnic origin or data concerning your health] [Please list here the types of the sensitive data you are collecting].

**Personal / sensitive data** will be stored [insert location, security measures and how long the data collected will be stored for].

**Other research data** (including consent forms) will be stored for at least [x] years after publication or public release of the work of the research.

The [researcher and/or e.g. research team, supervisor, collaborator / translator / transcriber/other authorised personnel...] will have access to the research data. Responsible members of the University of Oxford may be given access to data for monitoring and/or audit of the research.

[If applicable] I/We would like your permission to use direct quotes [and for your name to be attributed to these / anonymously / against a pseudonym] [*please delete as appropriate*] in any research outputs.

*[If applicable: I/We would like your permission to use anonymised data in future studies, and to share data with other researchers (e.g. in online databases). All personal information that could identify you will be removed or changed before information is shared with other researchers or results are made public.]*

**9. *Will the research be published?***

The research may be published in [e.g. academic publications, websites].

*[Note on Doctoral/Masters student thesis online publication (only relevant if you are a student whose successful thesis will be deposited both in print and online in the University archives) – standard wording in turquoise]:*

**10. *[Where the research is externally funded]: Who is funding the research?***

*[Give details of the organisation funding the research]*

**11. *Who has reviewed this study?***

This study has been reviewed by, and received ethics clearance through, the Ethics Review Committee for the Research in Humanities and Social Sciences (ERC-HSS) (Reference number: xxx).

**12. *Who do I contact if I have a concern about the study or I wish to complain?***

If you have a concern about any aspect of this study, please contact [insert primary researcher name and USJP tel. no. /USJP email address] or [insert supervisor name and USJP tel. no. /USJP email address], and we will do our best to answer your query. I/we will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact the Chair of the Ethics Review Committee for the Research in Humanities and Social Sciences (ERC-HSS) who will seek to resolve the matter as soon as possible [USJP tel. no. /USJP email address].

**13. *Data Protection***

*[Please indicate what arrangements will be taken to protect data obtained and any applicable laws and regulations]*

**14. *Further Information and Contact Details***

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

[Insert Primary Researcher Name]

[Insert Address]

USJP telephone: [Insert Number]

USJP email: [insert address]