**PARTICIPANT INFORMATION SHEET**

**Title of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**University of Surrey Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE KEEP A COPY OF THIS INFORMATION SHEET FOR YOUR RECORDS**

*Instructions for Use: Aim to complete every section: if a section is not pertinent to your study it can be amended/deleted, extra sections may be added if necessary. Please* ***delete*** *all guidance wording (red text) before submission. Ensure you use language that is appropriate for your target group. Avoid technical/specialist language wherever possible.*

**Section: Taking Part**

**Invitation Paragraph**

We would like to invite you to participate in this research project. You should only participate if you want to; choosing not to take part will not disadvantage you in any way. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. If you have any questions, you can contact us using the contact details at the end of this information sheet.

*Aim: to explain who is undertaking the research, the purpose of the information sheet, to invite participants to take part, to explain why they were invited to take part and that participation is voluntary.*

*See guidance notes section 3.1.*

**What is the purpose of the study?**

The aim and objectives of this study………………

We are specifically interested in……………….

This will involve ……………………………………

*Aim: to* *provide a brief and clear outline of the aim of the study (i.e., the overall purpose of the research) and the objectives, (i.e., the steps that address how the research aim will be achieved).*

*See guidance notes section 3.2.*

**Who is responsible for this study?**

This study is the responsibility of …………….at the University of Surrey and also involves collaborators at …………….

*Aim:* *To provide information on who is responsible for the conduct of the project, together with any collaborators external to the University of Surrey and explain what their role is too.*

*See guidance notes section 3.3.*

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

You are invited to participate in this study because……

*Aim: to explain why you have approached the participants, how they were identified and the inclusion/exclusion criteria.*

*See guidance notes section 3.4.*

**Do I have to take part?**

Participation is voluntary and you do not have to take part. We will describe the study in this information sheet and will give you ………days to read this, so you can decide whether you wish to take part. Please contact us if there is anything that is not clear, or if you have any questions, or need more information.

*Aim:* *emphasise that participation in the study is voluntary. State how long the participants will have to read the information sheet and decide whether to participate.*

*See guidance notes section 3.5.*

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

If you decide to take part, you will be given this information sheet to keep and will be asked to sign a consent form to confirm your agreement to participate. You will be given a copy of this consent form to keep. We will then …………….

*Aim: this section should be used to detail in lay language what is expected from the participant while they take part in the study.*

*See guidance notes section 3.6.*

*If collecting human tissue samples, also see guidance notes section 6.1 and 6.2.*

**What happens if I do not want to take part or if I change my mind?**

You are free to withdraw from the study at any time, without giving a reason.

*Aim: describe how the participant can withdraw their participation from the study. If participants receive any form of payment or reimbursement, clearly state how this will work in the event of a withdrawal.*

*See guidance notes section 3.7.*

**What happens to my data if I want to withdraw?**

*Aim: Think about how the participant can withdraw their data eg. will they need to provide a unique reference number/participant ID, or can they email the researcher? Explain if there are any limitations to the withdrawal of data, e.g., once anonymised, data cannot be removed, is there a timeline or cut-off date for data withdrawal.*

*Consider the removal of both personal and research data, explain clearly the process for each and any limitations that may exist.*

*If collecting human tissue samples, also see guidance notes 6.4.*

**What are the possible benefits in taking part?**

The information we will get from the study will……………….

*Aim: to explain if there are any benefits for participants involved in the research. If applicable, provide a clear statement of arrangements for reimbursement.*

*See guidance notes section 3.8.*

**Are there any potential risks involved?**

A possible disadvantage to taking part in the study is that ……………

In order to reduce any potential risks, the researchers will…………

*Aim: this section can be used to explain if there are any risks for participants involved in the research. Consider any limits to confidentiality or disclosure to third parties if appropriate.*

*See guidance notes section 3.9.*

*If taking human tissue samples, see also guidance notes 6.3.*

**How is the project being funded?**

This research is being funded by……….

Or

This research is a student project as part of ……

*Aim: give details of the funder and any possible conflict of interest.*

*See guidance notes section 3.10.*

**Will my participation be kept confidential?**

We are responsible for making sure your participation is kept confidential and any data is kept secure and used only in the way described in this information sheet.

Your information may be reviewed for monitoring and audit purposes, by the University of Surrey and/or regulators who will treat your data in confidence.

*Aim: to give the details of what measures you will take to ensure confidentiality.*

*See guidance notes section 3.11.*

**Will my data be shared or used in future research studies?**

We would like your permission to share……

*Aim: to explain what will happen to the study data after the end of this study and whether all or some of it may be used in other research projects or de-identified and shared publicly. If the data will be used outside of the EU, please provide details of the measures in place to handle data. State if you will be keeping non-identifiable study data and/or personal data for use in future studies or sharing it.*

*See guidance notes section 3.12.*

**What will happen to the results of the study?**

We will produce a final report summarising the main findings………

This research may be published in ………….

You can contact the study team to find out the results of the research…

*Aim: explain how the anonymised findings will be summarised, how the participant can request a copy and how findings will be disseminated. Add funder requirements such as open access etc.*

*See guidance notes section 3.13.*

**Who has reviewed this study?**

This research has been reviewed by an independent group of people, called an Ethics Committee. This study was reviewed and given a favourable ethical opinion by the……

Or

The researcher has completed an ethical self-assessment for this study, which indicated that an ethical review by an ethics committee was not required.

*Aim: Please provide details of which ethics committee has reviewed the project (e.g., the University of Surrey Ethics Committee).*

*See guidance notes section 3.14.*

**Section: Your personal data**

**What is personal data?**

‘Personal Data’ means any information relating to an identified or identifiable individual (‘data subject’); an identifiable individual is one who can be identified, directly or indirectly from that data. We will be collecting and using some of your personal data that is relevant to completing the study.

The information that we will collect will include [your name/contact details/other identifiers such as age etc.], which is regarded as ‘personal data’ and [gender, race, ethnic origin, religion, health etc.], [race; ethnic origin; political beliefs; religious or philosophical beliefs; trade union membership; genetic or biometric data; physical or mental health; medical information; sex life; or sexual orientation] which is regarded as a ‘special category data’. We will use this information as explained in the ‘What is the purpose of the study’ section.

*Please amend to only list the data you are collecting for your research.*

**Who is handling my personal data?**

The [University of Surrey] who will act as the Controller, has the legal responsibility for processing personal data in this study. The research team will process your personal data and is responsible for looking after your information and using it in accordance with UK Data protection legislation.

As a Controller, we must only use personal data from people who have agreed to take part in research and process this data in accordance with UK Data Protection legislation. The University of Surrey processes personal data for the purposes of carrying out research in the **public interest** and special category data is processed on an additional condition necessary for **research purposes**. This means that when you agree to take part in this research study, we will process your data in the ways needed to achieve the outcomes of the study.

If you have concerns about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter (dataprotection@surrey.ac.uk).

You can find out more about how we use your information <https://www.surrey.ac.uk/information-management/data-protection> and/or by contacting dataprotection@surrey.ac.uk.

**Section: Further information**

**What if you have a query or something goes wrong?**

*Aim: to inform participants of the procedure to follow if they would like to complain and that insurance cover is in place. See guidance notes section 5.1.*

If you are unsure about something you can contact the research team for further advice using the contact details at the bottom of this information sheet.

However, if your query has not been handled to your satisfaction, or if you are unhappy and wish to make a formal complaint to someone independent of the research team, then please contact:

Assurance

Research Innovation and Impact

University of Surrey

Senate House, Guildford, Surrey, GU2 7XH

Email: ethics@surrey.ac.uk

The University has in place the relevant insurance policies which apply to this study. If you wish to complain or have concerns about how you have been treated during the course of this study, then you should follow the instructions given above.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please contact the research team using the following contact details:

*Aim: Please include the full contact details (name, role, address, email and phone number) that participants can use to obtain further information about the study.*

*See guidance notes section 5.2.*

**Sources of support**

There are organisations who can provide support….

*Aim: You should explain the procedures in place to manage a situation where participant distress occurs. You should also state what sources of support you can provide/refer participants to (e.g., counselling, or local/ national support services).*

*Please note that the University of Surrey Centre for Wellbeing offers support for staff and students only. Please provide a separate information sheet for members of the public.*

**Thank you for reading this information sheet and for considering taking part in this research.**