Participant Information

**Project title**

**Researcher name(s)**

*Anonymous data only*

**NOTE TO RESEARCHER: Amend/delete all text in red as appropriate. *All guidance information (blue italics) should be deleted.* The final text should be all in black.**

*Ensure all information you provide in this document is comprehensible to your audience, for example if translating into a different language or cultural context or providing for individuals with lower literacy.*

*This template is for use in studies* ***where there are no personal data being collected or processed*** *i.e. where data are completely anonymous at point of collection. This* ***does not*** *include data collected in an identifiable form which is then anonymised by the researcher.*

What is the study about?

We invite you to participate in a research project about…

*Please give a short description which can be understood by someone without any technical/academic knowledge or experience.*

Why have I been invited to take part?

*Please give a short description of why the person has been chosen*.

Do I have to take part?

This information sheet has been written to help you decide if you would like to take part. It is up to you and you alone whether you wish to take part. If you do decide to take part you will be free to withdraw at any time without providing a reason, and with no negative consequences.

*Expand or replace this text as appropriate.*

What would I be required to do?

*Please give a clear and concise description of what the participant will be asked to do. For example – You will be asked to complete a questionnaire which contains 8 questions that we anticipate will take 30 minutes to complete.*

Are there any risks associated with taking part?

*However unlikely the possibility is, you should flag any potential risks - describe any risks, where these are introduced by the research activity. For example, inconvenience, emotional distress, retraumatisation, safety/security of the research participant both during and after participation.*

If the research has associated risks then also include here information about steps you will take to minimise or mitigate any risks and, if appropriate, details of any support resources.

[Include PVG statement here, if relevant i.e. if working with children]

Are there any benefits associated with taking part?

*Describe here if there are any benefits of taking part. It should be clear if there are or are not direct benefits to participants – often there will not be any direct benefit to participants however it is still valuable for participants to know if the research may benefit individuals like them in the future, such as through greater understanding of something or improvements to services or practice.*

Informed consent

It is important that you are able to give your informed consent before taking part in this study and you will have the opportunity to ask any questions in relation to the research before you provide your consent.

*In anonymous surveys this may be simply through provision of an email address with the option for participants to contact you with any questions (if online) or amending of the above statement to read:* ‘*It is important that you give your informed consent before taking part in this study, so please do not hesitate to get in touch (using the contact information at the end of this document) with any questions before you provide your consent.*

Who is funding the research?

My research is being funded by [ ]

Reward/compensation

*For example – prize draw, sticker for children. NOTE: The heading should be deleted if it is not applicable. If you are using this template for completely anonymous data, be aware that collecting email addresses for prize draws alongside questionnaires will like mean you have to use the standard PIS template, for ‘anonymised’ data rather than ‘anonymous’ data.*

What information about me or recordings of me (‘my data’) will you be collecting?

*Please state what data you will be collecting, briefly indicating how/when you will collect the data. For example – ‘I will collect your responses to questions relating to religion via a questionnaire’. This information was provided in Q30a (Data Management – Collection and Transfer) of your ethics application form.*

We will not collect or process any personal data. All data you provide will be anonymous, which means that no-one could use any reasonable means to identify you from the data. As your data will be anonymous it cannot be withdrawn because we will not know which data is yours.

For more information on the University’s data protection and privacy policies visit: <https://www.st-andrews.ac.uk/terms/data-protection/>

How will this data be managed and used?

*Provide a brief lay-accessible summary of what you describe in Q30b-d (Data Management –Storage, Backup and Access; Sharing and Publication; and Retention and Destruction) of your ethics application form. You can use the example statement below or your own text. Researchers should consider* [*institutional, funder and publisher policies*](https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/researchdatapolicies/) *before deciding on their approach to sharing data arising from their study. It is crucial that researchers produce a participant information sheet that anticipates their potential future data sharing and/or publication requirements.*

The anonymous data collected will be stored securely on a drive on the University network and only the researchers will be able to access it. The data will be analysed as part of the research study and then published in [my dissertation / my thesis / research publication(s)]. It will also be shared i.e. by placing it in a database accessible by others.

It is expected that the project to which this research relates will be finalised by [Month/Year]. After the project has completed the data will be[destroyed/retained/shared].

Where can I find out about the results of the study?

*Please give a clear and concise description of when and how you expect results of the study to be available to participants. For example, you may hold an event, use a webpage or blog post, email a summary, or publish in an open access publication. This is not mandatory however it is good practice to ensure participants can access results or see the outcomes relating to the project.*

Ethical Approvals

This research proposal has been scrutinised and subsequently granted ethical approval by the University of St Andrews Teaching and Research Ethics Committee. This project has also been reviewed and approved by NHS/ another University/other.

What should I do if I have concerns about this study?

In the first instance, you are encouraged to raise your concerns with the researcher. However, if you do not feel comfortable doing so, then you should contact my Supervisor or School Ethics Contact (contact details below). A full outline of the procedures governed by the University Teaching and Research Ethics Committee is available at <https://www.st-andrews.ac.uk/research/integrity-ethics/humans/ethical-guidance/complaints/>.

Contact details

*NOTE: Undergraduate researchers are advised not to include their email address, but only that of their Supervisor(s). Avoid using personal email addresses or phone numbers if possible.*

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| --- | --- | --- | --- |
| **Researcher(s)** | [Name] | **Supervisor(s) / School Ethics contact** | [Name]  |
|  | [University email address] | [University email address] |
|  |  | [Telephone number] |

*Please personalise the footer, inserting text in place of the square brackets i.e. date of this version, version number such as ‘v1/v1.2’, and an abbreviation of your project title or suitable descriptor. See* [*https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/workingwithdata/organisingdata/*](https://www.st-andrews.ac.uk/library/services/researchsupport/researchdata/workingwithdata/organisingdata/) *for more on file naming and organisation*