**Guidelines for a Participant Information Sheet and Consent Form**

**These guidelines are intended as a suggestion only and do not necessarily comply with all University Ethics regulations. Such regulations should be checked with your home institution.**

A Participant information sheet and consent form should begin with an introductory section that states (for example):

**Summary of the project e.g.**

* **INVITATION TO TAKE PART IN A RESEARCH STUDY:** Outline a summary of the workshop/activity
* **PURPOSE OF THE RESEARCH STUDY:** Outlines the aims of the workshop/activity
* **TIME COMMITMENT:** How long are participants required for
* **COST, REIMBURSEMENT AND COMPENSATION:** e.g. there will be no reimbursement or compensation for participation in the workshop/activity
* **RISKS:** Outline any potential risks and what has been done to mitigate these.
* **TERMINATION OF PARTICIPATION:** Outline that participants may decide to stop being a part of the research study at any time without explanation and without penalty
* **CONFIDENTIALITY/ANONYMITY:** Give a statement outlining if you intend to keep participant information confidential in any outputs arising from the research
* **FOR FURTHER INFORMATION ABOUT THIS RESEARCH STUDY**: Include your name, institutional affiliations, contact details etc

**You need to make the instructions very clear. It is recommended that you use tick boxes to confirm the participant has read and understood what they are agreeing to. Keep it in the first person. For example:**

|  |  |
| --- | --- |
| I have read and understand the purpose of the research |  |
| I have been given the chance to ask questions about the study and these have been answered to my satisfaction |  |
| I am willing to participate in the workshop/walk/research project |  |
| I am willing for my comments to be recorded |  |
| I understand that I can withdraw at any time if I change my mind |  |
| I am aware that my name and details will be kept confidential and will not appear in any printed documents |  |

If you intend to name respondents in any report (depending on the nature and purpose of the research) then you can leave out the last statement.

Remember that the statements above are indicative, not comprehensive. An additional statement can be put in that provides contact details if they wish to raise any issues about the conduct of the research.

**You should also include a space for you and the participant to sign and date it.**

**All data collected must be rendered anonymous, unless the participants have waived anonymity.**

**A basic statement of confirmation could look like this:**

This information will be held and processed for the following purpose(s):

Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the University of XXX recording and processing this information about me. I understand that this information will be used only for the purpose(s) set out in the information sheet supplied to me, and my consent is conditional upon the University complying with its duties and obligations under GDPR regulations.

Name (Participant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Researcher) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_