*Note: This sample includes only portions of text and suggestions for your consideration. It is not a full-text sample, so**it is* ***essential that you complete and amend the information to fit your study****. The details you include need to reflect your particular research approach. For example, if you are using an anonymous on-line survey, some sections of this sample information sheet are redundant, and should be removed. If you are unsure, please discuss this further with your supervisor.*

Please ensure the information is clearly laid out, using straightforward language.

[All documentation for the study should be on Lancaster University/FHM letter-headed paper]

*[Please ensure that all text in red has been removed from your final version]*

**Participant Information Sheet**

**Title of Study**

For further information about how Lancaster University processes personal data for research purposes and your data rights please visit our webpage: [www.lancaster.ac.uk/research/data-protection](http://www.lancaster.ac.uk/research/data-protection)

My name is XXXX and I am conducting this research[if relevant add: as a student in the XXXX programme*]* at Lancaster University, Lancaster, United Kingdom.

**What is the study about?**

The purpose of this study is to ............ [*Note: you usually need only 2-3 sentences here*]

**Why have I been approached?**

You have been approached because the study requires information from people who .......

**Do I have to take part?**

No. It’s completely up to you to decide whether or not you take part .......

**What will I be asked to do if I take part?**

If you decide you would like to take part, you would be asked to ..........

**Will my data be Identifiable?**

[*Customise this section depending on the type of data you will be collecting. If you intend to use direct quotes from participants, then discuss the steps you will take to protect the anonymity of the participant, but you are not keeping the data ‘confidential’. Research data will be anonymised, personal data will be kept confidentially*] The data collected for this study will be stored securely and only the researchers conducting this study will have access to this data (you may also wish to add that a professional transcriber will have access to the data, and that they will sign a confidentiality agreement – please either use the template on the website, or submit the agreement to be used with your ethics application):

* Audio recordings will be destroyed and/or deleted once the project has been submitted for publication/examined [note: you may designate a different specific point for this such as the end of data analysis].
* Hard copies of questionnaires will be kept in a locked cabinet.
* The files on the computer will be encrypted (that is no-one other than the researcher will be able to access them) and the computer itself password protected. (add in here any time limits)
* At the end of the study, hard copies of questionnaires will be kept securely in a locked cabinet for ten years. At the end of this period, they will be destroyed.
* The typed version of your interview will be made anonymous by removing any identifying information including your name. Anonymised direct quotations from your interview may be used in the reports or publications from the study, so your name will not be attached to them. All reasonable steps will be taken to protect the anonymity of the participants involved in this project.
* All your personal data will be confidential and will be kept separately from your interview responses.

There are some limits to confidentiality: if what is said in the interview makes me think that you, or someone else, is at significant risk of harm, I will have to break confidentiality and speak to a member of staff about this. If possible, I will tell you if I have to do this.

**What will happen to the results?**

The results will be summarised and reported [if a student: in a dissertation/thesis] and may be submitted for publication in an academic or professional journal.....

**Are there any risks?**

There are no risks anticipated with participating in this study. However, if you experience any distress following participation you are encouraged to inform the researcher and contact the resources provided at the end of this sheet.

**Are there any benefits to taking part?**

Although you may find participating interesting, there are no direct benefits in taking part.

*Incentives: If you are intending to use incentives/payments keep in mind that they must be modest so as not to suggest coercion of the participants. Also refer to the University’s payment procedure which is accessible from this link* [*https://www.lancaster.ac.uk/media/lancaster-university/content-assets/images/res/post-award-support/Thepaymentofpubliccontributors(1).pdf*](https://www.lancaster.ac.uk/media/lancaster-university/content-assets/images/res/post-award-support/Thepaymentofpubliccontributors(1).pdf)

**Who has reviewed the project?**

This study has been reviewed and approved by the Faculty of Health and Medicine Research Ethics Committee at Lancaster University.

**Where can I obtain further information about the study if I need it?**

If you have any questions about the study, please contact the main researcher:

*[Name and professional contact information; be sure to use a university e-mail address and a project,* ***NOT PERSONAL****, phone number]*

*[If you are a student, also list the names and contact information for your supervisors]*

**Complaints**

If you wish to make a complaint or raise concerns about any aspect of this study and do not want to speak to the researcher, you can contact:

Name of Research Director for your Division Tel: (01524) xxxxxx

Title; Email: xxxx@lancaster.ac.uk

Division

Lancaster University

Lancaster

LA1 XXX

If you wish to speak to someone outside of the [name of] Doctorate Programme, you may also contact:

Dr Laura Machin Tel: +44 (0)1524 594973

Chair of FHM REC Email: l.machin@lancaster.ac.uk

Faculty of Health and Medicine

(Lancaster Medical School)

Lancaster University

Lancaster

LA1 4YG

Thank you for taking the time to read this information sheet.

**Resources in the event of distress**

Should you feel distressed either as a result of taking part, or in the future, the following resources may be of assistance. .....

*[Please ensure that all text in red has been removed from your final version]*