

**UNDERSTANDING ETHICS PROCEDURES**

**Participant Information Sheet**

Highlighted [areas] of this template must be adapted to suit the needs of your particular study. Edited versions of this template must be approved by your Tutor in the first instance. You may wish to consider using several versions of the Participant Information Sheet if you are conducting different types of research.

This document should be dated and given a version number so that when amendments are made it is clear which is the correct and most recent version. Please also ensure that footnotes in this document are referred to and removed after completion. A copy of this document should be given to and retained by the participant. For resubmitted versions please ensure that you track all changes to clearly identify any amendments to your Tutor during the review process.

**Contents**

[Guidance notes for the researcher’s use when setting up the template](#Guidance)

[Participant Information Sheet Template](#Template)

**Guidance Notes for the Researcher’s use when Setting up the Template**

**Note:** The following guidance notes link directly to the template builder, enabling you to navigate quickly back and forth.

[1] Is the title self-explanatory to a lay person? If not, a simplified title should be used, (acronymic titles can only be used if they are accompanied by the full title). [Return to template builder.](#Template1)

[2] Do not use your personal contact details such as home/mobile phone number, or personal e-mail address. [Return to template builder.](#Template2)

[3] The summary must clearly indicate to the participant the background of the project and its aims and what the study is about. If the study is for an educational award i.e. BSc/BA or MSc/MA this must be stated. [Return to template builder.](#Template3)

[4] You should describe exactly what taking part will involve for the researcher. For example, a one-hour interview in their own home with questions focusing on a specific theme or responding to a questionnaire or attending a focus group. Any invasive procedures must be explained here where applicable and it is also essential to explain whether any normal treatment will be withheld for all or part of the study. Set down clearly what you expect the potential participant to do and explain exactly what will happen to them during the research study. Please also state appropriate realistic length of time. [Return to template builder.](#Template4)

[5] You should explain here how the participant was chosen to be invited to take part in the study and how many other research participants will be studied. [Return to template builder.](#Template5)

[6] A Participant Consent Form or Parent/Guardian Consent Form is required if you (the applicant) indicate in the ADH Ethics Application Form Issue Checklist that this supporting document template is required. Please refer to the ADH Ethics Application Form to ensure that the correct document is used and submit the relevant consent form as part of the ethics form. [Return to template builder.](#Template6)

[7] Participants must be advised that they can choose to withdraw from the study at any time, without being giving a reason. It is important to state what will happen to any data collected up to the point of withdrawal. If the data is collected anonymously, it may not be possible to identify and withdraw. For other data you should state how long a participant has to make a request to withdraw data. It is acceptable to inform the participant that data cannot be withdrawn providing they consent on that understanding. [Return to template builder.](#Note7)

[8] One of the disadvantages you should identify is the participant giving up of their time. If interview/focus groups questions have the potential to cause upset or raise emotive issues you must be clear about what you will do. You should make it clear that the interview will cease so they can gather themselves if they wish. [Return to template builder.](#Template8)

[9] These might include direct benefit to participants or may not benefit participants personally but will provide information which will inform debate or can be used to seek funding for more research. [Return to template builder.](#Template9)

[10] This should be the tutor who is supporting your research study and who is approving your Research Ethics application Only National Design Academy domain email addresses should be included (@nda.ac.uk). [Return to template builder.](#Template9)

[11] Consider anonymising the participants by identifying the participant with an ID number, e.g. Participant A, B, C etc. Do not use their initials as this may identify the participant. If you are conducting a focus group interview and/or recording a performance which will be available for public view you cannot promise confidentiality. Duty cannot be imposed on all participants taking part in a focus group. If this is the type of study you are conducting, you will need to state this in this section. You should also consider the possibility that you may require consent from a parent/guardian and that a participant may reveal information that a child or other vulnerable person has been or is being harmed. There may be a legal, professional or moral requirement for you to reveal that information and this should be included in the information sheet. [Return to template builder.](#Template11)

[12] It is important to state here who else will have access to this information. As this is for an educational award, your dissertation/thesis may be submitted on Turnitin, so data may be shared with third parties. [Return to template builder.](#Template12)

[13] This section is only required if the research project is being funded by an external funder or receiving internal funding. [Return to template builder.](#Template13)

[14] Please note that researchers must not conduct their research until they have been granted full ethical approval. Do not include names of any individuals who may have reviewed the study. [Return to template builder.](#Template14)

**Participant Information Sheet Template**

**Title of Research Project:** [Add title] [[1]](#Note1)

**Researcher Name:** [Add Researcher Name] [[2]](#Note2)

**Researcher Student Number:** [Add Academic Student Number] [[2]](#Note2)

The researcher named above would like to invite [you/your child or vulnerable adult edit as applicable] to take part in a research study. Before you decide whether to take part it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully to decide whether you wish to take part or not. If you wish to, please discuss this with friends and relatives. If there is anything that is not clear or if you would like more information, please ask the researcher named above.

**What is the purpose of this study?** [[3]](#Note3)

This study aims to [add a brief summary of the project, its background and its aims].

The research for this study is being undertaken by the researcher named above who is a student on [add course title] delivered by the National Design Academy.

**What does the study involve?** [[4]](#Note4)

If you agree to participate in this study, we will ask you to take part in [interview/questionnaire/focus group/etc. edit as applicable]. The data collection will be done by [audio recording / video recording / taking photos / taking notes / etc. edit as applicable]. The study will take no longer than [add length of time] and will take place [online using Microsoft Teams / Zoom / etc. or at xxx (public space) add location].

**Why have I been chosen?** [[5]](#Note5)

You have been chosen because [add details referring to footnote below]

Up to [add number] other participants will also be chosen to take part in this study.

**Do I have to take part?** [[6]](#Note6)

Participation in this study is voluntary and you may ask the researcher questions before agreeing to participate. It is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep and be asked to sign a [Participant/Parent-Guardian Consent Form edit as applicable] before the study takes place. If you decide to take part, you are still free to withdraw at any time and without giving a reason.

**I am interested in taking part, what do I do next?**

If you are interested in taking part, please contact the researcher named above by the e-mail provided.

**What if I agree to take part and then change my mind?** [[7]](#Note7)

You can withdraw from the study at any time, without giving a reason. If you wish to withdraw from this study, please contact the researcher named above [If applicable add statement regarding timescale to withdraw].

Any data collated up to the point of withdrawal will be kept securely on a password protected database and securely disposed of following the withdrawal request.

**What are the possible disadvantages and risks of taking part?** [[8]](#Note8)

While we hope that your experience will be pleasant, [describe possible risks referring to footnote below for guidance] and may make you feel uncomfortable. If at any point during the study, you feel distressed you can choose to remove yourself and the session will end.

**What are the possible benefits of taking part?** [[9]](#Note9)

The benefits of taking part in this study will [describe possible benefits referring to footnote below for guidance].

**What if something goes wrong?**

If you are harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone’s negligence, then you may have grounds for a legal action, but you may incur costs. Regardless of this, if you wish to complain, or have any concerns about any aspect of the way you have been approached or treated during the course of this study, the normal National Design Academy complaints mechanisms should be available to you.

**What should I do if I have any concerns or complaints?** [[10]](#Note10)

If you have any concerns or complaints, you can initially speak to the researcher, who will acknowledge your concerns within ten working days. If no satisfactory outcome is achieved or you wish to make a formal complaint, please contact [add tutor edit as applicable] at the National Design Academy [add the email address].

**Will taking part in this study be kept confidential?** [[11]](#Note11)

All the information that we collect about [you/ your child or vulnerable adult edit as applicable] during the course of the research will be necessary to the study and will be kept for five years after the study has been completed. All collated data during the course of the research will be stored on a password protected database and will be kept strictly confidential.

Data will be managed by the researcher named above for the duration of the project. Only the researcher and [Tutor edit as applicable] will have access to the data. Course tutor may also require access to check that the study has been conducted in accordance with the approval.

The Participant will be given an ID code which will be used instead of [your/your child or vulnerable adult’s edit as applicable] name, unless this [is contrary to your wishes/if anonymity cannot be guaranteed edit as applicable]. Any identifiable information you may give will be removed and anonymised. Any published data released to a third party will be anonymised so that it cannot be traced back to the Participant.

You should also be aware that the researcher may be duty bound to pass on information that you provide that reveals harm has occurred to a child or other vulnerable individual.

[Applicable to focus group studies only: Refer to foot note below for additional information required when conducting a focus group and add statement here].

**What will happen to the results of the study?** [[12]](#Note12)

If you agree to participate in this study, the research will be written up and used in a [publication/report/conference presentation/dissertation/thesis/performance edit as applicable] and a digital copy of this project will be submitted on the Virtual Learning Studio (VLS) and Turnitin.

Please note that data [submitted on Turnitin may be shared with third parties]. This research may also be used by other researchers and regulatory authorities for future research.

If you require it, you may request a copy of the findings from the researcher named above by e-mail which will be submitted to you.

**Who is funding the research?** [[13]](#Note13)

This research project is being funded by [name of funder, grant number; DO NOT use your name – in the case that it is a self-funded study, you should say ‘This research project is not being funded.’].

**Who has reviewed this study?** [[14]](#Note14)

This study has been reviewed and approved by the researcher’s tutor at the National Design Academy.

**Contact for Further Information**

Thank you for volunteering for take part in the study. For any enquiries, please contact the researcher at the e-mail address listed above.