**Participant Information Sheet for  
 [RESEARCH TITLE]**

You are being invited to take part in research on [RESEARCH SUBJECT]. [NAME], [POSITION] at Coventry University is leading this research. Before you decide to take part it is important you understand why the research is being conducted and what it will involve. Please take the time to read the following information carefully.

**What is the purpose of this research?**The purpose of the research is to [RESEARCH FOCUS AND AIMS].

**Who is organising and funding the research?**The research is being organised and funded by Coventry University [AMEND AS APPROPRIATE].The research was granted ethical approval by Coventry University’s Research Ethics Committee [INSERT ETHICS PROJECT REFERENCE e.g. PXXXXX].

**Do you have to take part?**No – it is entirely up to you. If you do decide to take part, please keep this Information Sheet and complete the Consent Form to show that you understand your rights in relation to the research, and that you are happy to participate. Please note down your participant number and provide this to the lead researcher if you wish to withdraw from the research at a later date. You are free to withdraw your information from the research at any time until the data is destroyed on [ENTER DATE] or until the data is fully anonymised in our records on [ENTER DATE] [DELETE AS APPROPRIATE]. You do not need to provide a reason for withdrawing. A decision to withdraw, or not to take part, will not affect you in any way.

**What will happen if I decide to take part?**You will be asked to [DESCRIBE THE PARTICIPANTS INVOVLEMENT]. The questionnaire/interview/focus group [DELETE AS APPROPRIATE] will take place [NAME LOCATION] convenient to you. It should take around [DURATION] and we would like to audio/record your responses [DELETE AS APPROPRIATE].

**Why have you been invited to take part?**You have been invited to participate in this research because you [REASONS].

**What are the benefits and potential risks and benefits in taking part?**By taking part, you will be helping [NAME] and Coventry University to better understand [KEY RESEARCH FOCUS] [INCLUDE ANY OTHER BENEFITS e.g. any incentives you are offering]. [DETAIL ANY RISKS] or There are no significant risks associated with participation.

**What information is being collected in the research?**[DETAIL INFORMATION] is being collected through this research.

**Lawful basis of processing [To be included only where personal data is being processed, remove if not required]**Under the UK General Data Protection Regulation (UK GDPR) 2016 we must have a lawful basis to process your personal data and for the purpose of this research, our lawful basis is that of [choose one: Consent / Contract / Legal Obligation / Vital Interests /Public Task / Legitimate Interests]. [Where consent is not being used] Although we do obtain your consent, this is not for data protection purposes.

[Where special category data is being processed] This research will require us to process your sensitive data (referred to by GDPR as ‘special category data’). We will only process this on the basis of your consent, where you have previously published the information, for medical purposes or in certain circumstances where it is necessary for archiving, scientific or historical research purposes, or statistics purposes.

**What will happen to the results of the research?**The results of this research may be summarised in published articles, reports and presentations. Quotes or key findings will always be made anonymous in any formal outputs unless we have your prior and explicit written permission to attribute them to you by name [DELETE AS APPROPRIATE].

**Who will have access to the information?**

Your data will only be accessed by the researcher/research team. [AMEND AS APPROPRIATE].

**Where will the information be stored and how long will it be kept for?**

Your data will be processed in accordance with the UK General Data Protection Regulation 2016 (UK GDPR) and the Data Protection Act 2018 (DPA). All information collected about you will be kept strictly confidential. Unless they are fully anonymised in our records, your data will be referred to by a unique participant number rather than by name [DELETE/AMEND AS APPROPRIATE]. If you consent to being audio recorded, all recordings will be destroyed once they have been transcribed [DELETE AS APPROPRIATE].

All electronic data will be stored [STATE WHERE]. All paper records will be stored in a locked filing cabinet [STATE WHERE]. Your consent information will be kept separately from your responses. The researcher will take responsibility for data destruction and all collected data will be destroyed on or before [ENTER DATE].

For further information about how Coventry University will handle your personal data, please read our [Privacy Notice for Research Participants](https://livecoventryac.sharepoint.com/:w:/s/externalstudentdocuments/ES5MKa3ING5AkN87Zzi7LRsB0S1p8DR4VoEDvhe5KWRbwQ?e=mIHS7P). [REMOVE IF YOU ARE NOT COLLECTING PERSONAL DATA].

**What will happen next?**If you would like to take part, please contact the lead researcher. You will be asked to complete a consent form before taking part. [ADD ANY ADDITIONAL DETAILS IF APPROPRIATE]

**Researcher contact details:**[RESEARCHER NAME], [RESEARCHER CONTACT DETAILS][SUPERVISOR NAME AND CONTACT DETAILS] [REMOVE IF STAFF PROJECT]

**Who do I contact if I have any questions or concerns about this research?**If you have any questions, or concerns about this research, please contact the researcher, or their supervisor [REMOVE IF STAFF PROJECT]. If you still have concerns and wish to make a complaint, please contact the University’s Research Ethics and Integrity Manager by e-mailing [ethics.uni@coventry.ac.uk](mailto:ethics.uni@coventry.ac.uk). Please provide information about the research project, specify the name of the researcher and detail the nature of your complaint.

Thank you for taking time to read this information sheet and for considering participating in this research.