**[PROJECT TITLE]**

**PARTICIPANT INFORMATION SHEET**

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 whythe research is being conducted and whatit will involve. Please take time to read the following information carefully.

**What is the purpose of the study?**

The purpose of the study is to [SUMMARISE THE RESEARCH FOCUS AND AIMS. IF THERE IS MORE THAN ONE PURPOSE TO THE STUDY, EACH MUST BE SPECIFIED SO THAT APPROPRIATE AND EXPLICIT INFORMED CONSENT CAN BE OBTAINED]

**Why have I been chosen to take part?**

You are invited to participate in this study because you [REASONS].

**What are the benefits of taking part?**

By sharing your experiences with us, you will be helping [NAME] and Coventry University to better understand the [KEY RESEARCH FOCUS].

**Are there any risks associated with taking part?**

This study has been reviewed and approved through Coventry University’s formal research ethics procedure. There are no significant risks associated with participation. [IF THERE ARE ANY SIGNIFICANT RISKS, THESE MUST BE SPECIFIED].

**Do I 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 Informed 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 (which is on the Consent Form) and provide this to the lead researcher if you seek to withdraw from the study at a later date. You are free to withdraw your information from the project data set at any time [DELETE AS APPROPRIATE] until the data are destroyed on [ENTER DATE]/until the data are fully anonymised in our records on [ENTER DATE]. You should note that your data may be used in the production of formal research outputs (e.g. journal articles, conference papers, theses and reports) prior to this date and so you are advised to contact the university at the earliest opportunity should you wish to withdraw from the study. To withdraw, please contact the lead researcher (contact details are provided below). Please also contact the Research Support Office [INSERT IN BRACKETS HERE THE EMAIL ADDRESS AND TELEPHONE NUMBER OF THE FACULTY RESEARCH SUPPORT OFFICE OR EQUIVALENT IN YOUR DEPARTMENT, URC OR FACULTY – E.G. FOR FBL, THIS WOULD BE email [enter e-mail and contact number] so that your request can be dealt with promptly in the event of the lead researcher’s absence. You do not need to give a reason. 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 a number of questions regarding [BRIEFLY DESCRIBE THE KINDS OF DATA YOU WILL REQUIRE]. The questionnaire/interview/focus group [DELETE AS APPROPRIATE] will take place in a safe environment at a time that is convenient to you. Ideally, we would like to audio record your responses (and will require your consent for this), so the location should be in a fairly quiet area. The questionnaire/interview/focus group [DELETE AS APPROPRIATE] should take around [SPECIFY LIKELY TIME DURATION] to complete.

**Data Protection and Confidentiality**

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018. 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. If you consent to being audio recorded, all recordings will be destroyed once they have been transcribed. Your data will only be viewed by the researcher/research team. [IF THE DATA ARE TO BE SHARED WITH 3RD PARTIES YOU MUST DECLARE THIS HERE AND NAME THE PARTIES CONCERNED]. All electronic data will be stored on a password-protected computer file [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 in order to minimise risk in the event of a data breach. The lead researcher will take responsibility for data destruction and all collected data will be destroyed on or before [ENTER DATE].

**International Data Transfers** [ONLY REQUIRED IF APPLICABLE]

Your data may/will [DELETE AS REQUIRED] be stored and processed in [STATE LOCATION]]. Please note countries outside of the European Economic Area may not offer the same level of data privacy protection as in the UK. [NB: YOU MUST CONTACT IPU BEFORE YOU STORE OR SHARE ANY PERSONAL DATA OUTSIDE THE EEA].

**Data Protection Rights**

Coventry University is a Data Controller for the information you provide. You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation and the Data Protection Act 2018. You also have other rights including rights of correction, erasure, objection, and data portability. For more details, including the right to lodge a complaint with the Information Commissioner’s Office, please visit [www.ico.org.uk](http://www.ico.org.uk). Questions, comments and requests about your personal data can also be sent to the University Data Protection Officer - enquiry.igu@coventry.ac.uk

**What will happen with the results of this study?**

The results of this study 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.

**Making a Complaint**

If you are unhappy with any aspect of this research, please first contact the lead researcher, [NAME, CONTACT DETAILS]. If you still have concerns and wish to make a formal complaint, please write to [INSERT DETAILS OF SUPERVISOR, LINE MANAGER OR ASSOCIATE DEAN RESEARCH]:

[NAME]

[POSITION]

Coventry University

Coventry CV1 5FB

Email: [EMAIL]

In your letter please provide information about the research project, specify the name of the researcher and detail the nature of your complaint.