## Guidelines for Participant Information Sheet

Potential participants in your research should be given sufficient information to allow them to decide whether or not they wish to take part. The information you give should be written in clear, non-technical language that is easy to understand. You should include the following information:

1. **Study Title**

Give the title of your study. If it contains technical terms or is not self-explanatory you should include a brief explanation.

1. **Invite Participation**

A brief paragraph inviting the person to take part. For example:

*You are being invited to take part in a research study. In order to help you decide 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. You may wish to discuss it with others. For any further information or questions about my research, please contact me on:*

1. **Provide brief information on the aims and purpose of the project**
2. **Explain why the person has been chosen and who else will take part**
3. **Informed consent**

The potential participant should be told that participation is entirely voluntary. For example:

*You are free to decide whether or not to take part. If you decide you do wish to take part, you are free to withdraw at any time, without giving a reason. It is usually not practical to withdraw after the research project has been written up. If you take part, you will be asked to sign a consent form, and you will be given a copy of it to keep.*

1. **Information about what the research will involve**

Clear description of what the participant will be asked to do, giving an idea of how much time it will take. You should give information about your research method, for example interview or focus group.

1. **Information about any risks or benefits for the participant**

Risks – for example if your interview addresses potentially painful personal issues which may affect the participant’s well-being, you should alert them to this possibility, and provide information about who they should contact for support if this happens.

Benefits – for example your research might provide an opportunity to contribute to our understanding of some issue. Do not exaggerate the benefits if none are obvious.

1. **Confidentiality**

You should provide information about the limits of confidentiality and the security of information. Provide specific details of how confidentiality will be maintained and who is likely to have access to personal information and data; for example supervisors, internal and external examiners. Do not provide promises of absolute confidentiality as a few staff may have limited access to data in order to mark the project, but state that every effort will be made to provide as much confidentiality as possible. Under normal circumstances no-one else should have access to the participant’s details or data. Confidentiality includes the fact of the person’s participation as well as their data. Only in exceptional circumstances might personal details or raw data need to be examined by staff or examiners.

1. **Data**

Provide information about what will happen to the information you collect and any participant details; how and where it will be presented, who is likely to read it and whether surveys or interviews will be destroyed after the assessment has been marked. Inform the participant of the extent to which they may or may not be identifiable. If data is to be retained after the end of the project, you must give clear information about how and why this will happen.

1. **Further information**

Provide the contact details for yourself and your TEI supervisor for the potential participant to contact if they require further information and would like to take part. Refer the potential participant to the Scottish Episcopal Institute’s Research Ethics Policy and tell them where this can be viewed.

Thank the potential participant for considering taking part.

Participants must be given a copy of the information sheet and a copy of the signed, dated consent form. The original signed consent form will be kept by the student.

## Research Participant Consent Form

**Participant Identification Code:**

**Title of Project:**

**Student Name:**

**Supervisor Name:**

**Please read and sign:**

*(Additional information should be included as appropriate, for example ‘I agree to the interview being audio recorded.)*

I confirm that I have read and understand the information sheet about the above-named project and have had the opportunity to ask questions.

I understand that participation is voluntary and that I am free to withdraw at any time prior to the research project being written up, without giving a reason.

I agree to take part in this project.

Name of participant:

Date:

Signature:

Name of student:

Date:

Signature:

**Participants will be given a copy of this signed, dated consent form.**

**The original signed consent form will be kept by the student.**