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| Institutional Reference No: |

*[to use for standard interview and adapt for online survey]*

*[replace text]*

Participation Information Sheet and Participation Consent Form *Template for the attention of the participants*

### Participation Information Sheet

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| **Research Project** |
| *[Please describe the research project to include: title ; purpose of the project, expected participation and output]* |
| **Participants will** |
| *[Please provide a statement with as much detail as possible on why the participants have been chosen and what the participants will be asked to do, including details of amount of time required of participants]* |
| **Personal and confidential information will** |
| *[Please provide a statement that will clarify*   * *If personal information will be used and if so how and why, including whether participants would be potentially identifiable in any published material* * *how confidentiality and security of information will be assured throughout the lifetime of the project* * *who will have access to the personal information collected for the project* * *what happens to the data in case of participants wishes to withdraw or project is terminated prematurely* * *how long the data will be retained. If there is a justifiable need to retain the data after the project finishes, please provide an explanation.* * *what happens to the data once the project has finished (whether it will be destroyed or preserved, if the latter, please explain why)]* |
| **Participation is** |
| *[Please provide a statement that confirms participation is voluntary, clarifying:*   * *whether participants are permitted to withdraw at any time, without prejudice or negative consequences,* * *and that non-participation will not have any impact on people’s lives or work* * *and whether any financial compensation will be made (as noted in the self assessment form).]* |
| **Such participation may have** |
| *[Please clarify what are the potential risks and harms or benefits to the participants by taking part in such project if any. They may include sensitive topics which might bring on emotional or physical distress]* |
| **Should there be any queries, please contact** |
| *[Please provide details of*   * *the lead investigator (this could be the student)* * *and supervisor (where the investigator is a student) ]*   *[please use institutional email addresses]* |
| For any queries or to raise any concerns, please contact  **Research Services, University of London,**  E: Research.ethics@london.ac.uk  Tel: 0207 862 8825 | Fax: 0207 862 8657  All policies and procedures are available here: <https://www.sas.ac.uk/research/research-office/research-ethics> or here: <https://www.london.ac.uk/about/policies/research-governance/research-ethics> |
| **Interviewer signature and date**: |
| **Participants to the research must confirm their participation as follows:**  I have (*please tick all*)   * read the information about the research/study. * had an opportunity to ask questions and discuss this study * received satisfactory answers to all my questions * received appropriate information to participate in this study * been given the contact details of the researcher and the Research Services should they need further advice or information |

### Participant Consent Form *[please only ensure appropriate/relevant options]*

Participants to the research are asked to confirm their participation as follows:

I (*please tick as appropriate*)

* Agree to participate in an interview in connection with research being conducted by [STUDENT/RESEARCHER NAME] in connection with work for his/her [PhD thesis/RESEARCH] **as explained in the Participation Information Sheet.**
* Understand that the interview will be audiotaped/videotaped and I may be identified by name.
* Understand that the interview will take up to [LENGTH OF TIME]
* AM free to withdraw from this study:
  1. At any time (or until [DATE] when it will no longer be possible)
  2. Without giving a reason for withdrawing
  3. If intending to become a student or employee at the University of London, the interview will not affect my future at the University.
* Understand that in the event of withdrawing from the interview, any tape made of the interview will be either given to me or destroyed, and no transcript will be made of the interview.
* Understand that, upon completion of the interview, the tape and information content of the interview may be used as follows (please your preferred option(s) by ticking the box(es)):

Material may be quoted in the research papers and PhD thesis of [STUDENT NAME/RESEARCHER], and attributed to me.

Material from this interview may be quoted in the research papers and [PhD thesis STUDENT NAME], but I wish to remain anonymous.

My comments are confidential, for the information of [STUDENT NAME/RESEARCHER] in the writing of his/her PhD thesis only and may not be quoted.

I would like to receive a printed copy of the interview transcripts

* May request that portions of the interview be edited out of the final copy of the transcript.
* Understand that at the conclusion of this particular study the tape and transcript of the interview will be kept in the [LOCATION] and that the completed [PhD thesis/RESEARCH] will be kept for public use by the University of London

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| **Signed (participant)** | **Consent Date** |
| Name in block letters | |
| **Signed (parent / guardian / other) (if under 18)** | **Consent Date** |
| Name in block letters | |
| Address or Contact Details: | |

*All signed consent forms will be stored securely by the researcher.*

***PRIVACY NOTICE***

*The University's researchers collect data as part of a formal academic research project. This is governed by the University's academic policies and procedures and our Research Ethics committee. The Research Participant Consent Form above should explain to you fully what will happen to your data. Please contact your researcher if you are unsure about anything.*

*There are broadly two types of data that will collect during the project:*

* 1. *data collected in interviews or surveys and used in the research*
  2. *contact details and relevant forms used to manage the research project*

*Our legal basis for processing your data is necessary for a task carried out in the public interest, in this case the academic research carried out by the University. Where we collect special category data, such as that related to your ethnicity, health, sexual life, political allegiance or religious belief then our legal basis is where this is necessary for research purposes.*

*After the research project has been completed the data may be retained and re-used. In some cases it will be added to a data repository for use by other researchers. We, and other academic bodies, are required by law to put in place adequate safeguards to protect your data and your identity (e.g. by anonymising the data or replacing names with other identifiers).*

*Unless otherwise stated, the University of London is the data controller for the data collected in research projects. We are subject to the General Data Protection Regulation (GDPR) and UK Data Protection Act 2018. You can find out more about data protection at the University, including the contact details the University's data protection officer on the University's website (simply put 'data protection' into the search box or go to the following link:* [*https://london.ac.uk/about-us/how-university-run/policies/data-protection*](https://london.ac.uk/about-us/how-university-run/policies/data-protection)*).*

For any contact at Institutional level, please address your correspondence to

Research Services, University of London

E: Research.ethics@london.ac.uk

Tel: 0207 862 8825 | Fax: 0207 862 8657