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| **Guidance notes (delete from completed Participant Information Sheet)*** Applicants who wish to submit their project for ethical approval to the [University Research Ethics Board](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee) (UREB) are strongly recommended to use this template when producing Participant Information Sheets (PISs) for their project. It may also be used by Faculty Research Ethics Committees (FRECs), who are free to develop their own local guidance and templates.
* The headings in the template represent what UREB would normally expect a PIS to include. Additional headings/information may be added where necessary to aid participants’ understanding of the project. However, excessively long PISs can be difficult for participants to understand and should be avoided.
* It may be necessary to create more than one PIS for different groups of individuals; for example, one for participants in a survey and another for participants in focus groups; one for child participants and one for their parents/guardians.
* Particular care should be taken to use accessible language and avoid jargon. Any unfamiliar terms and acronyms should be explained. Use language which is appropriate to the context and to the participants. For example, if participants are under 18, use language which is appropriate for their age group.
* The PIS should be provided to participants in advance of their participation in the project as part of the process of ensuring participants’ informed consent. It should be accompanied by a consent form (a separate [template](https://docs.gre.ac.uk/rep/gre/urec-application-form) for a consent form is provided).
* In exceptional cases where it may not be possible to provide participants with full information about the project in advance (e.g., because doing so might affect their responses), a separate Debrief Sheet should also be provided to participants after participation. This should provide any information which was not included in the PIS and information about the participant’s right to withdraw.
* For further guidance on submitting research ethics applications, see [Research Ethics | Research | University of Greenwich](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee).

University Research Ethics Board, June 2024 |

**[Add Project Title here]**

**Participant Information Sheet**

# **1. Project Description**

[Use this section to:

* Describe who you are and the names and affiliations of any co-researchers.
* Provide a summary of the nature and objectives of the research project and why it is being carried out.
* Give details of any sponsors, funders or other organisations affiliated with the project.]

# **2. Nature of Participation**

[Briefly describe what taking part in the research project will involve for participants and what they will be expected to do (e.g., completion of a survey, participation in focus groups/interviews).]

# **3. Consent and Withdrawal**

[Use this section to describe:

* How participants will consent to participating in the project (e.g., completion of a consent form; consent to be recorded at the start of the interview).
* How participants can subsequently withdraw from the project if they wish to do so (e.g., use of a code if data are anonymised). Include the deadline for withdrawal and who they should contact to withdraw their consent.]

# **4. Risks**

[Describe any risks to participants which might arise from participating in the project and how these risks will be mitigated. Include information about sources of support if there if a risk that participants may become distressed/upset or would like further information about a topic.]

# **5. Benefits**

[Describe any benefits of participating in the research. If participants will receive compensation for their time (e.g., vouchers), describe that here.]

# **6. Confidentiality and Data Protection**

[Use this section to describe:

* How data on participants will be stored securely (e.g., on the University’s OneDrive; on encrypted devices; how hard copy data will be stored).
* How long the data will be kept for and how it will be destroyed.
* Whether data will anonymised and if so how.
* Whether participants will be identified in published results.
* Whether datasets will be transferred to public data archives.
* Any data linkage/matching that will take place (e.g., if data gathered from participants in the project will be linked to other information held about them).]

# **7. Ethical Approval**

[Provide details of the project’s ethical approval and the relevant approval reference. E.g.:

This project has been approved by the University of Greenwich University Research Ethics Board (approval reference: XXX).

Or

This project has been approved by the University of Greenwich [Name of Faculty] Faculty Research Ethics Committee (approval reference: XXX).]

# **8. Project Contacts**

[Provide the names and work contact details (e.g., Greenwich email address, work telephone number) of project team members who participants can contact for further information or if they have questions or complaints. Do not include personal email addresses/personal mobile numbers.]