[**Guidance Notes**: *(delete this section once your form has been created):*

* Applicants who wish to submit their project for ethical approval to the University Research Ethics Board (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 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/guidance-on-ethical-approval-for-research)

**Add Project Title Here**

**Participant Information Sheet**

1. **Project Description**

**Use this section to:**

1. Introduce yourselves, describe who you are, and the names and affiliations of any co-researchers
2. Provide a summary of the nature and objectives of the research project and why the research is being carried out.
3. Provide details of any sponsors, funders or other organisations affiliated with the project.
4. **Nature of Participation**

**Use this section to:**

1. Briefly describe what taking part in the research will involve, and what participants are expected to do (e.g., completion of an online survey, participate in focus groups, participate in an individual interview)
2. Include details such as if interviews will be recorded etc.
3. **Consent and Withdrawal**

**Use this section to:**

1. Explain how participants will consent to participating in the project – when and how they will receive the consent form, how they are required to complete the consent form etc.
2. How participants can withdraw from the project if they wish to do so, without needing a reason – include the deadline for withdrawal. If you are carrying out an anonymous survey, allow participants to provide a code which they can use to withdraw.
3. **Risks**

**Use this section to:**

Describe any risks to participants which may arise from participating in the project and how these risks will be mitigated and include information about sources of support if needed.

1. **Benefits**

**Use this section to:**

Describe the benefits of deciding to participate in the research. Include if participants will receive compensation for their time.

1. **Confidentiality and Data Protection**

**Use this section to:**

1. Describe how participants’ data will be stored securely (e.g., on the University’s OneDrive, encrypted devices, how hard copy data will be stored)
2. Describe how long the data will be kept for and how it will be destroyed
3. Whether or not data will be anonymised, and the anonymisation procedure
4. Whether participants will be identified in published results
5. Whether datasets will be transferred to public data archives
6. 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**

**Use this section to:**

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: XXXX, Date, Year

Or

This project has been approved by the University of Greenwich [Faculty] Faculty Research Ethics Committee. Approval Reference: XXXX, Date, Year

1. **Project Contacts**

**Use this section to:**

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