

**The participant information sheet, covering letter or leaflet should be printed on Brookes headed paper, (where appropriate) with full contact details and should normally contain the following information:**

### Study title

The title should be simple and self-explanatory to a lay person.

### Invitation paragraph

This should explain that the individual is being asked to take part in a research study. The following is an example of how this may be phrased:

'You are being invited to take part in a research study. Before you decide whether or not to take part, 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'.

### What is the purpose of the study?

The background and the aim of the study should be given here. You should say how long the study will run and outline the overall design of the study.

### Why have I been invited to participate?

You should explain how the individual was chosen to take part in the study and how many other people will be asked to participate.

### Do I have to take part?

You should explain that taking part in the research is entirely voluntary. For example, you could say: -

'It is up to you to decide whether or not to take part in this research study. If you do decide to take part you will be given this information sheet along with a privacy notice that will explain how your data will be collected and used, and be asked to give your consent. If you decide to take part you are still free to withdraw at any time and without giving a reason'.

If your study involves the recruitment of students or pupils you must explain that by choosing to either take part or not take part in the study will have no impact on their marks, assessments or future studies. If the study involves the recruitment of participants from an organisation/company/service, that it will have no impact on their current/future employment or use of the service.

### What will happen to me if I take part?

You should explain your methods of data collection, including what the individual will be asked to do and how much time will be involved. Explain if interviews or focus groups are to be audio or visually recorded, with the participants’ permission.

### What are the possible disadvantages and risks of taking part? (where appropriate)

You should describe any disadvantages or 'costs' involved in taking part in the study, including the time involved.

### What are the possible benefits of taking part?

You should outline any direct benefits for the individual and any other beneficial outcomes of the study, including furthering our understanding of the topic.

### Will what I say in this study be kept confidential?

You should explain that all information collected about the individual will be kept strictly confidential (subject to legal limitations) and describe how confidentiality, privacy and anonymity will be ensured in the collection, storage and publication of research material.[This must mirror the information given in the privacy notice].

Research data must be kept securely at all times, especially when collected in the field before being transferred back to Oxford Brookes University. Laptops and other devices should be password protected whilst data files must be encrypted. Data may be stored in Google Drive, for which the University has a security agreement.

Data generated by the study must be retained in accordance with the University's policy on Academic Integrity. You should include a statement that the data generated in the course of the research must be kept securely in paper or electronic form for a period of ten years after the completion of a research project. [For staff and Doctoral students only]. Should the study be externally funded and the funder’s retention period is longer this should be explained. [For Taught Masters and Undergraduate students data should usually be kept until the student graduates, unless the supervisory team consider there is an advantage to storing it for longer].

If it is a condition of your research funding that the research data must be deposited into a recognised repository, you must explain how the data will be stored (for example with the UK Data Service or the UK Data Archive) and explain it will be anonymised.

### What should I do if I want to take part?

Explain exactly how the participant should 'opt in' for the study; who they should contact, and if there is a deadline for participation.

### What will happen to the results of the research study?

You should tell the individual what will happen to the results of the research. Will they be published as an output or used as a conference paper / presentation? Will they be used in your dissertation or thesis? For what degree? A copy of the findings of the study should be offered to each participant.

### Who is organising and funding the research?

You should explain that you are conducting the research as a student or member of staff at Oxford Brookes University. Give your department name as well as the Faculty / Directorate. You should also state the organisation that is funding the research (e.g. Economic and Social Research Council, Nuffield Foundation, commercial company, etc.) if appropriate.

### Who has reviewed the study?

You should state that the research has been approved by the University Research Ethics Committee, Oxford Brookes University.

### Contact for Further Information

You should give the individual a contact point for further information. This can be your name or that of your supervisor. You should add that if they have any concerns about the way in which the study has been conducted, they should contact the Chair of the University Research Ethics Committee on [ethics@brookes.ac.uk](https://mail.google.com/a/brookes.ac.uk/mail/?extsrc=mailto&url=mailto%3Aethics@brookes.ac.uk).

### Thank you

Remember to thank the individual for taking time to read the information sheet.

**Version Number**

Each time the information sheet is updated, change the version numbering in the footer below to ensure accurate recording of the most up to date information sheet.